MISSION STATEMENT

The mission of the Ferry County Corrections Department is to serve the community and criminal justice system by providing safe, secure, humane, and cost-effective detention in accordance with all applicable laws.

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PHILOSOPHY AND GOALS

Our vision is to challenge the traditional paradigm of Corrections by providing an atmosphere where people see the value in positive change. We offer opportunities for growth, and we live our values on a daily basis.

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CODE OF ETHICS

My fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of criminal justice service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession.

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Chapter 1 - Role and Authority

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Organizational Structure and Responsibility

100.1 PURPOSE AND SCOPE

The organizational structure of the Department is designed to create an efficient means to accomplish its mission and goals and to provide for the best possible service to the public.

100.2 DIVISIONAL RESPONSIBILITY

The Superintendent is responsible for administering and managing the Department. The Department is:

- Jail Department

100.2.1 ADMINISTRATION

The Administration is commanded by the Superintendent, whose primary responsibility is to provide general management direction and control for the Administration. The Administration consists of Administrative, Personnel Services, Financial and Training Services.

100.2.2 JAIL DEPARTMENT

The Jail Department is commanded by the Superintendent, whose primary responsibility is to provide general management direction and control for the jail. The Jail Department consists of Custody Operations, which includes Investigations, Medical/Mental Health Services, Programs and Transportation.

The Jail Department is commanded by a Sergeant, whose primary responsibility is to provide general management direction and control for Food Services, Facility Infrastructure and Maintenance, Laundry Services, Fleet Services and Procurement/Warehouse Services.

100.3 CHAIN OF COMMAND

The chain of command of the Department begins with the Superintendent, to whom all employees of the Department are responsible. During planned absences the Superintendent will designate a Sergeant or authorized designee to serve as the acting Superintendent.

To maintain continuity, order and effectiveness in the Department, a chain of command has been established and should be respected. All staff members should adhere to the chain of command in all official actions. However, nothing shall prohibit a staff member from initiating immediate action outside of the chain of command if it is necessitated by a complaint of an unlawful or conflicting order, discrimination, sexual harassment, gross malfeasance or a violation of the law.

100.3.1 SUCCESSION OF COMMAND

The Superintendent exercises command over all personnel in the Department. During planned absences the Superintendent will designate a Sergeant or authorized designee to serve as the acting Superintendent.

Except when designated as above, the order of command authority in the absence or unavailability of the Superintendent is as follows:

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(a) Sergeant

(b) Shift Lead

(c) Designee

100.4 UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the Department. Generally, each employee shall be accountable to one supervisor at any time for a given assignment or responsibility. Except where specifically delegated authority may exist by policy or special assignment as deemed necessary by the Jail Superintendent, any supervisor may temporarily direct any subordinate if an operational necessity exists.

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Authority and Legal Assistance

101.1 PURPOSE AND SCOPE

This policy acknowledges and reflects the legal authority under which the Ferry County Sheriff's Office shall operate and maintain a local detention facility in this state. In addition to the authority vested by state law, the jail operates in accordance with these laws, constitutional mandates, regulations, and local ordinances (RCW 70.48.180 and RCW 70.48.190).

101.2 POLICY

It is the policy of this Department that the local detention facility will be maintained by all lawful means for the incarceration of persons suspected of violating the law or who have been adjudicated as guilty of committing a crime or civil offense by a competent legal authority, as prescribed by law.

101.3 LEGAL FOUNDATION

Jail staff, at every level must have an understanding and true appreciation of their authority and limitations in the operation of a local detention facility. The Ferry County Sheriff's Office recognizes and respects the value of all human life and the expectation of dignity without prejudice toward anyone. It is also understood that vesting law enforcement personnel with the authority to incarcerate suspected law violators to protect the public and prevent individuals from fleeing justice requires a careful balancing of individual rights and legitimate government interests.

101.4 LEGAL ASSISTANCE

The following are examples of areas where the services of the County Attorney and legal specialists can be of benefit to the Department:

(a) Analyze and alert the Superintendent and management team to jail-related case law.

(b) Serve as a legal consultant in the construction and review of new jail policies and procedures.

(c) Serve as a legal consultant on issues related, but not limited to the following:

1. Use of force
2. Faith-based requests
3. Complaints and grievances
4. Allegations of abuse by staff
5. Americans with Disabilities Act (ADA) issues, policies, and procedures

(d) Serve as legal counsel in legal matters brought against this department and the Superintendent.

101.4.1 LEGAL LIAISON

The Superintendent may designate one or more staff to act as a liaison between the Department and the Prosecuting County Attorney’s office. The legal liaison officer will provide an orientation of

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the facility and detention facility policies to representatives of the Prosecuting County Attorney's office as needed.

The liaison officer will arrange for regularly scheduled meetings in order to provide an ongoing status report of facility issues to the legal counsel. The liaison officer will maintain an open relationship with legal counsel to move quickly on emerging facility issues that could have significant legal implications for the Department.

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Annual Review and Performance-Based Goals and Objectives

102.1 PURPOSE AND SCOPE

The Ferry County Sheriff's Office is dedicated to the concept of continuous improvement in the services provided on behalf of the public and in accordance with applicable laws, regulations, and best practices in the operation of this facility. This policy establishes minimum review criteria to measure and evaluate the success of achieving established goals and objectives.

102.2 POLICY

The Ferry County Sheriff's Office shall strive to continually improve the operation of its facilities to ensure they are safe, humane and protect inmates' constitutional and statutory rights. To this end the Department shall conduct an annual review to evaluate its progress in meeting stated goals and objectives.

102.3 ANNUAL REVIEW

The custody management team will conduct an annual management review of minimally:

(a) Statutory, regulatory and other requirements applicable to the operation of the facility.

(b) Lawsuits and/or court orders/consent decrees.

(c) Department policies, procedures, directives, and post orders that guide the operation of the facility.

(d) Fiscal operations and accounting procedures.

(e) Personnel issues/actions that include, but are not limited to, on-the-job injuries, use of force events, internal affairs investigations, employee grievances, employee discipline, selection and recruitment.

(f) Compliance with internal/external inspections of the facility.

(g) Condition of the physical plant, infrastructure and maintenance efforts.

(h) Cleanliness of the facility.

(i) Inmate profiles and trends that measure:

1. Inmate population (Average Daily Population)
2. Inmate population by gender
3. Highest one-day count
4. Bookings/releases
5. Percentage of male inmates
6. Percentage of female inmates
7. Juveniles in custody
8. Felony inmates in custody

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9. Misdemeanor inmates in custody
10. Pre-trial population
11. Sentenced population
12. Meal counts (regular, medical, court meals)
13. Early releases
14. Special needs inmates
15. Classification issues
16. Inmate grievances (founded/denied)
17. Demographics (age, race, gang affiliation)
18. Court movement

(j) Security issues that include:

1. Inmate-on-inmate assaults
2. Inmate-on-staff assaults
3. Major disturbances
4. Deaths in custody (natural/suicide/homicide/accidents)
5. Suicide attempts

(k) Inmate programs including:

1. Education
2. Commissary
3. Drug and alcohol programs
4. Faith-based services

102.4 CRITERIA TO MEASURE PERFORMANCE

The following items will be used to measure and evaluate the level of success in achieving the department's stated goals:

(a) Fiscal year budget surpluses or successful operations even with budget reductions

(b) Findings from independent financial audits

(c) Inmate grievances

(d) Documentation that department investigators have completed the required specialized training in conducting sexual abuse investigations (28 CFR 115.34)

(e) Documented training hours received by staff

(f) Completed audits of the policy and procedures manuals

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102.5 MANAGEMENT REVIEW PROCESS

The management team may employ several methods to assess performance, including the following:

(a) **Performance analysis** - Performance analysis attempts to discover discrepancies between the expected and actual levels of performance. This analysis should focus on whether the practices in this facility are meeting the mission of the Department and whether department policies and procedures are in alignment with statutes, regulations and court orders.

(b) **One-to-one interviews** - Scheduled interviews with custody staff held in private to encourage candid responses, to help identify issues or conditions that should be targeted for review or correction.

(c) **Questionnaires** - Questionnaires should be used as a group method to solicit suggestions and information about what operations are in need of adjustment or where program resources should be directed.

(d) **Staff debriefing** - Staff should be periodically debriefed, especially after an emergency operation or incident, to identify aspects of facility operations that may need to be addressed by the Superintendent and supervisors.

(e) **Inspection findings** - The Department is subject to a variety of administrative inspections (standard-setting authorities, command staff, grand jury, jail advocates). These annual inspections should be used to identify ongoing issues in the operation of this facility.

102.6 MANAGEMENT REVIEW RESULTS

To the extent reasonably practicable the individuals responsible for the development of a management review should follow the guidelines established in the Administrative Communications Policy and Annual Facility Inspection Policy to document and support the findings. A complete report of the review results should be submitted to the appropriate level in the chain of command for final approval.

The results of management reviews should be used in the ongoing process of continuous improvement. They should be used to direct changes in the operation of this facility or to identify successful operations that might be replicated in other areas of the facility. They should not, however, include specific identifying information of incidents or involved individuals.

The results of management reviews shall be made available to all personnel and also may be used in full or in part to respond to inquiries from interested groups, such as the local legislative body, courts or others, to provide information on issues concerning the operation of this facility, including action planning whenever appropriate.

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102.7 AVAILABILITY OF WRITTEN GOALS AND OBJECTIVES

The Superintendent should ensure that the written goals and objectives of the department are available to all personnel.

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Custody Manual

103.1 PURPOSE AND SCOPE

The Custody Manual is a statement of the current policies, rules, and guidelines of this department's jail. All prior and existing manuals, orders, and regulations that are in conflict with this manual are revoked, except to the extent that portions of existing manuals, orders, and other regulations that have not been included herein shall remain in effect where they do not conflict with the provisions of this manual.

Except where otherwise expressly stated, the provisions of this manual shall be considered guidelines. It is recognized, however, that work in the custody environment is not always predictable, and circumstances may arise that warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this department under the circumstances reasonably known to them at the time of any incident.

103.2 POLICY

The manual of the Ferry County Sheriff's Office jail is hereby established and shall be referred to as the Custody Manual. All members are to conform to the provisions of this manual.

103.2.1 DISCLAIMER

The provisions contained in the Custody Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Ferry County Sheriff's Office and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the county, its officials or members. Violations of any provision of any policy contained within this manual shall only form the basis for department administrative action, training or discipline. The Ferry County Sheriff's Office reserves the right to revise any policy content, in whole or in part.

103.3 RESPONSIBILITIES

The Superintendent shall be considered the ultimate authority for the provisions of this manual and shall continue to issue Departmental Directives which shall modify the provisions to which they pertain. Departmental Directives shall remain in effect until such time as they may be permanently incorporated into the manual.

The Superintendent shall ensure that the Custody Manual is reviewed annually, updated whenever necessary, and staff trained accordingly to ensure that the policies in the manual are current and reflect the mission of the Ferry County Sheriff's Office. The review shall be documented in written form sufficient to indicate that policies and procedures have been reviewed and amended as appropriate to facility changes (RCW 70.48.071).

103.3.1 COMMAND STAFF

The command staff should consist of the following:

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- Superintendent
- Jail Sergeant

103.3.2 OTHER PERSONNEL
Line and supervisory staff have a unique view of how policies and procedures influence the operation of the facility and therefore are expected to bring to the attention of their supervisors issues that might be addressed in a new or revised policy.

All members suggesting revision of the contents of the Custody Manual should forward their suggestions, in writing, through the chain of command, to the Superintendent, who will consider the recommendation.

103.4 DEFINITIONS
The following words and terms shall have these assigned meanings, unless it is apparent from the content that they have a different meaning:

Department - The Ferry County Sheriff's Office.

Custody Manual - The Department Custody Manual.

Corrections officer - An officer certified by the Criminal Justice Training Commission whose primary job function is to provide for the custody, safety, and security of adult persons in jails (RCW 43.101.010).

Employee - Any person employed by the Department.

May - Indicates a permissive, discretionary, or conditional action.

Member - Any person employed or appointed by the Ferry County Sheriff's Office including:

- Full- and part-time employees.
- Correctional Deputies.
- Reserve Correctional Deputies.
- Civilian employees.
- Volunteers.

Correctional Deputy - All persons, regardless of rank, who are employees and who are selected and trained in accordance with state law as Correctional Deputies of the Ferry County Sheriff's Office.

On-duty employee - Status during the period when they are actually engaged in the performance of their assigned duties.

Order - A written or verbal instruction issued by a superior.

Peace officer (also known as a general authority Washington peace officer) - Any fully compensated and elected, appointed, or employed officer of a general authority Washington

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law enforcement agency who is commissioned to enforce the criminal laws of the state (RCW 10.93.020).

Rank - The job classification title held by a correctional deputy.

Shall or will - Indicates a mandatory action.

Should - Indicates a generally required or expected action, absent a rational basis for failing to conform.

103.5 DISTRIBUTION OF MANUAL

Copies of the Custody Manual shall be made available to all members. An electronic version of the Custody Manual will be made available to all members on the department network.

No changes shall be made to the electronic version without authorization from the Superintendent.

103.6 MANUAL ACCEPTANCE

As a condition of employment, all members are required to read and obtain necessary clarification of this department’s policies. All members are required to sign a statement of receipt acknowledging that they have received a copy or have been provided access to the Custody Manual.

103.7 REVISIONS TO POLICIES

All members are responsible for keeping abreast of all Custody Manual revisions. All changes to the Custody Manual will be posted on the department network for review prior to implementation. The Training Officer will forward revisions to the Custody Manual as needed to all personnel via electronic mail. Each member shall acknowledge receipt by return email or online acknowledgement, review the revisions and seek clarification as needed.

Each supervisor will ensure that members under his/her command are familiar with and understand all revisions.

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Administrative Communications

104.1 PURPOSE AND SCOPE

Effective communications within the Department are critical to the accomplishment of the mission of the Department and the effective operation of the jail. Administrative communications of this department are governed by the following policy.

104.2 POLICY

The Ferry County Sheriff's Office will appropriately communicate significant events within the organization to its members. Both electronic and non-electronic administrative communications will be professional in appearance and comply with the established letterhead, signature and disclaimer guidelines, as applicable.

104.3 PERSONNEL ORDERS

Personnel orders may be issued periodically by the Superintendent to announce and document all promotions, transfers, hiring of new personnel, separations, personnel and group commendations or other changes in status.

104.4 CORRESPONDENCE

All department correspondence is to be written in a clear, concise manner, consistent with the report formats and guidelines prescribed in this policy and reflecting the highest possible quality in organization, grammar, punctuation and spelling.

All external correspondence shall be on Department letterhead. All Department letterhead, including all digital facsimiles of the letterhead, shall bear the signature element of the Superintendent or the authorized designee. Personnel should use Department letterhead only for official business and with the approval of their supervisors.

104.5 SURVEYS

All surveys made in the name of the Department shall be authorized in advance by the Superintendent.

104.6 COMPLETED STAFF WORK

All staff reports (e.g., reports assigned to a specific person for the purpose of responding to a problem or issue) shall incorporate the principle of "completed staff work," which requires the person to whom a task has been delegated to complete and document the delegated work to such an extent that the only thing left for the decision-maker to do is to approve or decline to approve the recommendation. Staff reports that only point out weaknesses or merely suggest needed actions are not completed staff work and are not acceptable.

The writer of the staff report should document the efforts made to have the report reviewed by or acted upon by those individuals representing work units or other entities likely to be affected by any proposed changes.

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104.7 INTRODUCTORY SUMMARY MEMORANDUMS

Any memorandum that exceeds one page in length should contain a brief introductory summary section synopsizing the subject matter.

104.8 ADMINISTRATIVE REPORT FORMAT

All staff reports submitted via the chain of command to superior officers for further action should be written in accordance with the following format, when applicable.

Executive Summary Section - The staff report should begin with a brief statement of the problem or issue and what could be done about it. This summary should restate the main points of the report in general, non-technical language, leaving out details. The length of the executive summary section should range from one paragraph to one page.

Problem/Issue Identification Section - This section of a staff report is critical to the success of the reader's ability to grasp the issues involved and to arrive at an informed decision. It should strive to identify the true nature and scope of the problem by identifying the known facts and background of the situation, including who has the problem, how long has it existed and the known or likely consequences of the problem.

Forecast Future Impacts - This section of the report should clearly define the problem and be accompanied by an analysis of relevant factors, supported by specific examples, details or testimony, clarifying what the problem is and why it exists. Generally, the reader should be able to leave this section of the report clearly understanding the issues involved and the consequences of taking no action.

Alternatives Analysis Section - Whenever the seriousness or complexity of a problem warrants the development of alternative solutions, a staff report should include a section containing a discussion of different courses of action and their consequences, taking into account the comments and positions of other staff members or entities affected by a Department response to the problem.

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Departmental Directives

105.1 PURPOSE AND SCOPE

Departmental Directives establish a communication practice that may be used by the Superintendent to make immediate changes to policy and procedure in accordance with and as permitted by statutes, regulations or negotiated contracts. Departmental Directives will immediately modify or change and supersede the sections of this manual to which they pertain.

105.2 DEPARTMENTAL DIRECTIVES PROTOCOL

Departmental Directives will be incorporated into the manual as required upon approval of the Superintendent. Departmental Directives will modify existing policies or create a new policy as appropriate. The previous policy will be rescinded upon incorporation of the new or updated policy into the manual.

Any Departmental Directive issued after publication of the manual should be numbered consecutively, starting with the last two digits of the year, followed by the number “01” as in yy-01.

105.3 RESPONSIBILITIES

105.3.1 SUPERINTENDENT

The Superintendent, with the assistance of department staff, shall issue and be responsible for all Departmental Directives, including their publication and dissemination throughout the Department.

105.3.2 SERGEANTS AND FIELD TRAINING OFFICERS

Sergeants and Field Training Officers are responsible for ensuring that staff under their command receive training on all new Departmental Directives.

Training documentation shall be placed into the supervisor’s file or the employee’s training file.

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Special Assignments and Promotions

106.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for promotions and for making special assignments within the Ferry County Sheriff's Office.

106.2 POLICY

The Ferry County Sheriff's Office determines assignments and promotions in a nondiscriminatory manner based upon job-related factors and candidate skills and qualifications. Assignments and promotions are made by the Superintendent.

106.3 SPECIAL ASSIGNMENT POSITIONS

The following positions are considered special assignments and not promotions:

(a) Investigators (e.g., Prison Rape Elimination Act (PREA), crime scenes, backgrounds)

(b) Classification Correctional Deputy

(c) Training Officer

1. Training Officer
2. Jail Field Training Officer
3. Defensive tactics instructor
4. Rangemaster/Firearms/Control devices instructor

(d) Administrative Services Correctional Deputy

106.3.1 EVALUATION CRITERIA

The following criteria will be used in evaluating candidates for a special assignment:

(a) Presents a professional, neat appearance.

(b) Maintains a physical condition that aids in his/her job performance.

(c) Expresses an interest in the assignment.

(d) Demonstrates the following traits:

1. Emotional stability and maturity.
2. Stress tolerance.
3. Sound ethical judgment and decision-making.
4. Personal integrity and ethical conduct.
5. Leadership skills.
6. Initiative.
7. Adaptability and flexibility.
8. Ability to conform to department goals and objectives in a positive manner.

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106.3.1 GENERAL REQUIREMENTS

The following requirements should be considered when selecting a candidate for a special assignment:

(a) Three years of relevant experience

(b) Off probation

(c) Possession of or ability to obtain any certification required by the Washington State Criminal Justice Training Commission or law

(d) Exceptional skills, experience, or abilities related to the special assignment

106.3.2 SELECTION PROCESS

The selection process for special assignments will include an administrative evaluation as determined by the Superintendent to include:

(a) Sergeant recommendations - Each Sergeant who has supervised or otherwise been involved with the candidate will submit a recommendation.

1. The Sergeant recommendations will be submitted to the Superintendent for whom the candidate will work.

(b) Jail Superintendent interview - The Superintendent will schedule interviews with each candidate.

(c) Assignment by the Superintendent.

The selection process for all special assignment positions may be waived for temporary assignments, emergency situations, training, and at the discretion of the Superintendent.

106.3.3 DISQUALIFICATION

The Ferry County Sheriff's Office shall not promote, assign, or transfer any member to a position that may allow contact with inmates if the member has (28 CFR 115.17):

(a) Engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution as defined in 42 USC § 1997.

(b) Been convicted of engaging in or attempting to engage in sexual activity facilitated by force, by overt or implied threats of force, or by coercion, or if the victim did not consent or was unable to consent or refuse.

(c) Been civilly or administratively adjudicated to have engaged in the activity described in paragraph (b) of this section.

Employees who may have contact with inmates shall disclose any conduct described above in written applications or interviews for promotion or special assignment.

106.3 PROMOTIONAL REQUIREMENTS

Requirements and information regarding any promotional process are available at the Ferry County Civil Service and contained in the local bargaining agreement.

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Standards of Conduct

107.1 PURPOSE AND SCOPE

This policy establishes standards of conduct that are consistent with the values and mission of the Ferry County Sheriff's Office and are expected of all department members. The standards contained in this policy are not intended to be an exhaustive list of requirements and prohibitions, but they do identify many of the important matters concerning conduct. In addition to the provisions of this policy, members are subject to all other provisions contained in this manual, as well as any additional guidance on conduct that may be disseminated by this department or a member's supervisors.

107.2 POLICY

The continued employment or appointment of every member of this department shall be based on conduct that reasonably conforms to the guidelines set forth herein. Failure to meet the guidelines set forth in this policy, whether on- or off-duty, may be cause for disciplinary action and/or termination.

107.3 DIRECTIVES AND ORDERS

Members shall comply with lawful directives and orders from any department supervisor or person in a position of authority, absent a reasonable and bona fide justification.

107.3.1 UNLAWFUL OR CONFLICTING ORDERS

Sergeants shall not knowingly issue orders or directives that, if carried out, would result in a violation of any law or department policy. Sergeants should not issue orders that conflict with any previous order without making reasonable clarification that the new order is intended to countermand the earlier order.

No member is required to obey any order that appears to be in direct conflict with any federal law, state law or local ordinance. Following a known unlawful order is not a defense and does not relieve the member from criminal or civil prosecution or administrative discipline. If the legality of an order is in doubt, the affected member shall ask the issuing supervisor to clarify the order or shall confer with a higher authority. The responsibility for refusal to obey rests with the member, who shall subsequently be required to justify the refusal.

Unless it would jeopardize the safety of any individual, members who are presented with a lawful order that is in conflict with a previous lawful order, department policy or other directive shall respectfully inform the issuing Sergeant of the conflict. The issuing Sergeant is responsible for either resolving the conflict or clarifying that the lawful order is intended to countermand the previous lawful order or directive, in which case the member is obliged to comply. Members who are compelled to follow a conflicting lawful order after having given the issuing Sergeant the opportunity to correct the conflict, will not be held accountable for disobedience of the lawful order or directive that was initially issued.

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The person countermanding the original order shall notify, in writing, the person issuing the original order, indicating the action taken and the reason.

107.3.2 SUPERVISOR RESPONSIBILITIES

Supervisors and managers are required to follow all policies and procedures and may be subject to discipline for:

(a) Failure to be reasonably aware of the performance of their subordinates or to provide appropriate guidance and control.

(b) Failure to promptly and fully report any known misconduct of a member to their immediate supervisor or to document such misconduct appropriately or as required by policy.

(c) Directing a subordinate to violate a policy or directive, acquiescing to such a violation, or exhibiting indifference to such a violation.

(d) Exercising unequal or disparate authority toward any member for malicious or other improper purpose.

107.4 GENERAL STANDARDS

Members shall conduct themselves, whether on- or off-duty, in accordance with the United States and Washington constitutions and all applicable laws, ordinances, and rules enacted or established pursuant to legal authority.

Members shall familiarize themselves with policies and procedures and are responsible for compliance with each. Members should seek clarification and guidance from Sergeants in the event of any perceived ambiguity or uncertainty.

Discipline may be initiated for any good cause. It is not mandatory that a specific policy or rule violation be cited to sustain discipline. This policy is not intended to cover every possible type of misconduct.

107.4.1 PRISON RAPE ELIMINATION ACT DISCLOSURE

Members have a continuing affirmative duty to notify the Superintendent in writing if they have (28 CFR 115.17):

(a) Engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution as defined in 42 USC § 1997.

(b) Been convicted for an offense involving engaging in or attempting to engage in sexual activity facilitated by force, by overt or implied threats of force, or by coercion, or if the victim did not consent or was unable to consent or refuse.

(c) Been the subject of any civil or administrative adjudication finding that the member engaged in sexual activity facilitated by force, by overt or implied threats of force, or by coercion, or if the victim did not consent or was unable to consent or refuse.

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107.5 CAUSES FOR DISCIPLINE

The following are illustrative of causes for disciplinary action. This list is not intended to cover every possible type of misconduct and does not preclude the recommendation of disciplinary action for violation of other rules, standards, ethics and specific action or inaction that is detrimental to efficient department service.

107.5.1 LAWS, RULES, AND ORDERS

(a) Violation of, or ordering or instructing a subordinate to violate, any policy, procedure, rule, order, directive, or requirement, or failure to follow instructions contained in department or county manuals.

(b) Disobedience of any legal directive or order issued by any department member of a higher rank.

(c) Violation of federal, state, local, or administrative laws, rules, or regulations.

107.5.2 ETHICS

(a) Using or disclosing one’s status as a member of the Ferry County Sheriff's Office in any way that could reasonably be perceived as an attempt to gain influence or authority for non-department business or activity.

(b) The wrongful or unlawful exercise of authority on the part of any member for malicious purpose, personal gain, willful deceit or any other improper purpose.

(c) The receipt or acceptance of a reward, fee or gift from any person for service incident to the performance of the member's duties (lawful subpoena fees and authorized work permits excepted).

(d) Acceptance of fees, gifts or money contrary to the rules of this department and/or laws of the state.

(e) Offer or acceptance of a bribe or gratuity.

(f) Misappropriation or misuse of public funds, property, personnel or services.

(g) Any other failure to abide by the standards of ethical conduct.

107.5.3 DISCRIMINATION, OPPRESSION, OR FAVORITISM

Unless required by law or policy, discriminating against, oppressing, or providing favoritism to any person because of actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, economic status, cultural group, veteran status, marital status, and any other classification or status protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power, or immunity, knowing the conduct is unlawful.

107.5.4 RELATIONSHIPS

(a) Unwelcome solicitation of a personal or sexual relationship while on-duty or through the use of one’s official capacity.

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(b) Engaging in on-duty sexual activity including but not limited to sexual intercourse, excessive displays of public affection, or other sexual contact with other members, volunteers, contractors, or inmates.

(c) Establishing or maintaining an inappropriate personal or financial relationship, as a result of an investigation, with an inmate or with a known victim, witness, suspect, or defendant while a case is being investigated or prosecuted, or as a direct result of any official contact.

(d) Associating with or joining a criminal gang, organized crime, and/or criminal syndicate when the member knows or reasonably should know of the criminal nature of the organization. This includes any organization involved in a definable criminal activity or enterprise, except as specifically directed and authorized by this department.

(e) Associating on a personal, rather than official, basis with persons who demonstrate recurring involvement in serious violations of state or federal laws after the member knows, or reasonably should know of such criminal activities, except as specifically directed and authorized by this department.

107.5.5 ATTENDANCE

(a) Leaving the job to which the member is assigned during duty hours without reasonable excuse and proper permission and approval.

(b) Unexcused or unauthorized absence or tardiness.

(c) Excessive absenteeism or abuse of leave privileges.

(d) Failure to report to work or to the place of assignment at the time specified and fully prepared to perform duties without a reasonable excuse.

107.5.6 UNAUTHORIZED ACCESS, DISCLOSURE, OR USE

(a) Unauthorized and inappropriate intentional release of confidential or protected information, materials, data, forms, or reports obtained as a result of the member’s position with this department.

(b) Disclosing to any unauthorized person any active investigation, inmate, or critical incident information.

(c) The use of any information, photograph, video, or other recording obtained or accessed as a result of employment or appointment to this department for personal or financial gain or without the express authorization of the Superintendent or the authorized designee.

(d) Loaning, selling, allowing unauthorized use, giving away, or appropriating any department property for personal use, personal gain, or any other improper or unauthorized use or purpose.

(e) Using department resources in association with any portion of an independent civil action. These resources include but are not limited to personnel, vehicles, equipment, and non-subpoenaed records.

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107.5.7 EFFICIENCY

(a) Neglect of duty.

(b) Unsatisfactory work performance including, but not limited to, failure, incompetence, inefficiency, or delay in performing and/or carrying out proper orders, work assignments or the instructions of supervisors without a reasonable and bona fide excuse.

(c) Concealing, attempting to conceal, removing or destroying defective or incompetent work.

(d) Unauthorized sleeping during on-duty time or assignments.

(e) Failure to notify the Department within 24 hours of any change in residence address or contact numbers.

(f) Failure to notify the Department of Human Resources of changes in relevant personal information (e.g., information associated with benefits determination) in a timely fashion.

107.5.8 PERFORMANCE

(a) Failure to disclose or misrepresenting material facts, or making any false or misleading statement on any application, examination form, or other official document, report, or form, or during the course of any work-related investigation.

(b) The falsification of any work-related records, making misleading entries or statements with the intent to deceive or the willful and unauthorized removal, alteration, destruction, and/or mutilation of any department record, public record, book, paper, or document.

(c) Failure to participate in investigations, or giving false or misleading statements, or misrepresenting or omitting material information to a supervisor or other person in a position of authority, in connection with any investigation or in the reporting of any department-related business.

(d) Being untruthful or knowingly making false, misleading, or malicious statements that are reasonably calculated to harm the reputation, authority, or official standing of this department or its members.

(e) Disparaging remarks or conduct concerning duly constituted authority to the extent that such conduct disrupts the efficiency of this department or subverts the good order, efficiency, and discipline of this department or that would tend to discredit any of its members.

(f) Unlawful gambling or unlawful betting at any time or any place. Legal gambling or betting under any of the following conditions:

1. While on department premises.
2. At any work site, while on-duty or while in uniform, or while using any department equipment or system.

(g) Improper political activity including:

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1. Unauthorized attendance while on-duty at official legislative or political sessions.
2. Solicitations, speeches, or distribution of campaign literature for or against any political candidate or position while on-duty or on department property except as expressly authorized by county policy, the collective bargaining agreement, or the Superintendent.

(h) Engaging in political activities during assigned working hours except as expressly authorized by county policy, the collective bargaining agreement, or the Superintendent.

(i) Any act on- or off-duty that brings discredit to this department.

107.5.9 CONDUCT

(a) Failure of any member to promptly and fully report activities on the member's part or the part of any other member where such activities resulted in contact with any other law enforcement agency or that may result in criminal prosecution or discipline under this policy (RCW 10.93.190).

(b) Unreasonable and unwarranted force to a person encountered or a person under arrest.

(c) Exceeding lawful peace officer powers by unreasonable, unlawful, or excessive conduct.

(d) Unauthorized or unlawful fighting, threatening, or attempting to inflict unlawful bodily harm on another.

(e) Engaging in horseplay that reasonably could result in injury or property damage.

(f) Discourteous, disrespectful, or discriminatory treatment of any member of the public or any member of this department or the county.

(g) Use of obscene, indecent, profane, or derogatory language while on-duty or in uniform.

(h) Criminal, dishonest, or disgraceful conduct, whether on- or off-duty, that adversely affects the member’s relationship with this department.

(i) Unauthorized possession of, loss of, or damage to department property or the property of others, or endangering it through carelessness or maliciousness.

(j) Attempted or actual theft of department property; misappropriation or misuse of public funds, property, personnel, or the services or property of others; unauthorized removal or possession of department property or the property of another person.

(k) Activity that is incompatible with a member’s conditions of employment or appointment as established by law or that violates a provision of any collective bargaining agreement, including fraud in securing the appointment or hire.

(l) Initiating any civil action for recovery of any damages or injuries incurred in the course and scope of employment or appointment without first notifying the Superintendent of such action.

(m) Allowing contraband articles, including but not limited to weapons, cellular telephones or other wireless devices, clothing, food, illegal drugs, or tobacco, in any jail facility.

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(n) Receiving from an inmate any articles to deliver outside the facility.

(o) Any other on- or off-duty conduct which any member knows or reasonably should know is unbecoming a member of this department, is contrary to good order, efficiency, or morale, or tends to reflect unfavorably upon this department or its members.

107.5.10 SAFETY

(a) Failure to observe or violating department safety standards or safe working practices.

(b) Failure to maintain current licenses or certifications required for the assignment or position (e.g., driver's license, first aid).

(c) Failure to maintain good physical condition sufficient to adequately and safely perform law enforcement duties.

(d) Unsafe firearm or other dangerous weapon handling, including loading or unloading firearms in an unsafe manner, either on- or off-duty.

(e) Carrying, while on the premises of the workplace, any firearm or other lethal weapon that is not authorized by the member’s appointing authority.

(f) Unsafe or improper driving habits or actions in the course of employment or appointment.

(g) Any personal action contributing to a preventable traffic collision.

(h) Concealing or knowingly failing to report any on-the-job or work-related accident or injury as soon as practicable but within 24 hours.

107.5.11 INTOXICANTS

(a) Reporting for work or being at work while intoxicated or when the member’s ability to perform assigned duties is impaired due to the use of alcohol, medication or drugs, whether legal, prescribed or illegal.

(b) Possession or use of alcohol at any work site or while on-duty, except as authorized in the performance of an official assignment. A member who is authorized to consume alcohol is not permitted to do so to such a degree that it may impair on-duty performance.

(c) Unauthorized possession, use of, or attempting to bring a controlled substance, illegal drug or non-prescribed medication to any work site.

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Discriminatory Harassment

108.1 PURPOSE AND SCOPE

The purpose of this policy is to prevent department members from being subjected to discriminatory harassment, including sexual harassment and retaliation. Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

108.2 POLICY

The Ferry County Sheriff's Office is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation. The Department will not tolerate discrimination against a member in hiring, promotion, discharge, compensation, fringe benefits, and other privileges of employment. The Department will take preventive and corrective action to address any behavior that violates this policy or the rights and privileges it is designed to protect.

The nondiscrimination policies of the Department may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

108.3 DEFINITIONS

Definitions related to this policy include:

108.3.1 DISCRIMINATION

The Department prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual’s protected class. It has the effect of interfering with an individual’s work performance or creating a hostile or abusive work environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment can include making derogatory comments; making crude and offensive statements or remarks; making slurs or off-color jokes; stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters, or material; making inappropriate physical contact; or using written material or department equipment and/or systems to transmit or receive offensive material, statements, or pictures. Such conduct is contrary to department policy and to a work environment that is free of discrimination.

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108.3.2 RETALIATION
Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because the person has engaged in protected activity, filed a charge of discrimination, participated in an investigation, or opposed a discriminatory practice. Retaliation will not be tolerated.

108.3.3 SEXUAL HARASSMENT
The Department prohibits all forms of discrimination and discriminatory harassment, including sexual harassment. It is unlawful to harass an applicant or a member because of that person’s sex.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when:

(a) Submission to such conduct is made either explicitly or implicitly as a term or condition of employment, position, or compensation.

(b) Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the member.

(c) Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment.

108.3.4 ADDITIONAL CONSIDERATIONS
Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles, or standards, including:

(a) Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission and Washington State Human Rights Commission guidelines.

(b) Bona fide requests or demands by a supervisor that the member improve the member's work quality or output, that the member report to the job site on time, that the member comply with county or department rules or regulations, or any other appropriate work-related communication between supervisor and member.

108.4 RESPONSIBILITIES
This policy applies to all department members, who shall follow the intent of these guidelines in a manner that reflects department policy, professional standards, and the best interest of the Department and its mission.

Members are encouraged to promptly report any discriminatory, retaliatory, or harassing conduct or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to the member's immediate supervisor may bypass the chain of command and make the report to a higher-ranking supervisor or manager. Complaints may also be filed with the Superintendent or appointee.

Any member who believes, in good faith, that the member has been discriminated against, harassed, or subjected to retaliation, or who has observed harassment, discrimination, or

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retaliation, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

Sergeants and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with a resolution as stated below.

108.4.1 QUESTIONS OR CLARIFICATION

Members with questions regarding what constitutes discrimination, sexual harassment, or retaliation are encouraged to contact a Sergeant, a manager, the Superintendent or appointee, or the Human Resources Director for further information, direction, or clarification.

108.4.2 SERGEANT RESPONSIBILITIES

The responsibilities of Sergeants and managers shall include but are not limited to:

(a) Continually monitoring the work environment and striving to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.

(b) Taking prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment, or retaliation.

(c) Ensuring that their subordinates understand their responsibilities under this policy.

(d) Ensuring that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.

(e) Making a timely determination regarding the substance of any allegation based upon all available facts.

(f) Notifying the Superintendent or the appointee in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment, or retaliation no later than 30 days.

108.4.3 SERGEANT"S ROLE

Sergeants and managers shall be aware of the following:

(a) Behavior of Sergeants and managers should represent the values of the Department and professional standards.

(b) False or mistaken accusations of discrimination, harassment, or retaliation can have negative effects on the careers of innocent members.

Nothing in this section shall be construed to prevent Sergeants or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling members, or issuing discipline in a manner that is consistent with established procedures.

108.5 INVESTIGATION OF COMPLAINTS

Various methods of resolution exist. During the pendency of any such investigation, the Sergeant of the involved member should take prompt and reasonable steps to mitigate or eliminate

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any continuing abusive or hostile work environment. It is the policy of the Department that all complaints of discrimination, retaliation, or harassment shall be fully documented and promptly and thoroughly investigated.

108.5.1 SERGEANT RESOLUTION

Members who believe they are experiencing discrimination, harassment, or retaliation should be encouraged to inform the individual that the behavior is unwelcome, offensive, unprofessional, or inappropriate. However, if the member feels uncomfortable or threatened or has difficulty expressing the member's concern, or if this does not resolve the concern, assistance should be sought from a Sergeant or manager who is a rank higher than the alleged transgressor.

108.5.2 FORMAL INVESTIGATION

If the complaint cannot be satisfactorily resolved through the supervisory resolution process, a formal investigation will be conducted.

The person assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint and no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint, or for offering testimony or evidence in an investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include but is not limited to details of the specific incident, frequency and dates of occurrences, and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, harassed, or retaliated against because of their protected status are encouraged to follow the chain of command but may also file a complaint directly with the Superintendent or appointee or Sheriff.

108.5.3 ALTERNATIVE COMPLAINT PROCESS

No provision of this policy shall be construed to prevent any member from seeking legal redress outside the Department. Members who believe that they have been harassed, discriminated against, or retaliated against are entitled to bring complaints of employment discrimination to federal, state, and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges. Members are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

108.6 DOCUMENTATION OF COMPLAINTS

All complaints or allegations shall be thoroughly documented on the appropriate forms and in a manner designated by the Superintendent. The outcome of all reports shall be:

(a) Approved by the Superintendent or the Sheriff, depending on the ranks of the involved parties.

(b) Maintained in accordance with the department established records retention schedule.

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108.6.1 NOTIFICATION OF DISPOSITION

The complainant and/or victim will be notified in writing of the disposition of the investigation and the actions taken to remedy or address the circumstances giving rise to the complaint.

108.7 TRAINING

All new members shall be provided with a copy of this policy as part of their orientation. The policy shall be reviewed with each new member. The member shall certify by signing the prescribed form that the member has been advised of this policy, is aware of and understands its contents, and agrees to abide by its provisions during the member's term with the Department.

All members shall receive annual training on the requirements of this policy and shall certify by signing the prescribed form that they have reviewed the policy, understand its contents, and agree that they will continue to abide by its provisions.

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Personnel Complaints

109.1 PURPOSE AND SCOPE

This policy provides guidelines for the reporting, investigation, and disposition of complaints regarding the conduct of members of the Ferry County Sheriff's Office. This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment, or other routine or unplanned contact of a member in the normal course of duty, by a Sergeant or any other member, nor shall this policy apply to a criminal investigation.

109.2 POLICY

The Ferry County Sheriff's Office takes seriously all complaints regarding the service provided by the Department and the conduct of its members.

The Department will accept and address all complaints of misconduct in accordance with this policy and applicable federal, state, and local laws, municipal and county rules, and the requirements of any memorandum of understanding or collective bargaining agreements.

It is also the policy of this department to ensure that the community can report misconduct without concern for reprisal or retaliation.

109.3 PERSONNEL COMPLAINTS

Personnel complaints include any allegation of misconduct or improper job performance that, if true, would constitute a violation of department policy or federal, state, or local law, policy, or rule. Personnel complaints may be generated internally or by the public.

Inquiries about conduct or performance that, if true, would not violate department policy or federal, state, or local law, policy, or rule may be handled informally by a Sergeant and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures, or the response to specific incidents by the Department.

109.3.1 COMPLAINT CLASSIFICATIONS

Personnel complaints shall be classified in one of the following categories:

Informal - A matter in which the Sergeant is satisfied that appropriate action has been taken by a supervisor of rank greater than the accused member.

Formal - A matter in which a supervisor determines that further action is warranted. Such complaints may be investigated by a supervisor of rank greater than the accused member or referred to the Sheriff's Office, depending on the seriousness and complexity of the investigation.

Incomplete - A matter in which the complaining party either refuses to cooperate or becomes unavailable after diligent follow-up investigation. At the discretion of the assigned supervisor or the Sheriff's Office, such matters may be further investigated depending on the seriousness of the complaint and the availability of sufficient information.

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109.3.2 SOURCES OF COMPLAINTS

The following applies to the source of complaints:

(a) Individuals from the public may make complaints in any form, including in writing, by email, in person, or by telephone.

(b) Any department member becoming aware of alleged misconduct shall immediately notify a Sergeant.

(c) Sergeants shall initiate a complaint based upon observed misconduct or receipt from any source alleging misconduct that, if true, could result in disciplinary action.

(d) Anonymous and third-party complaints should be accepted and investigated to the extent that sufficient information is provided.

(e) Tort claims and lawsuits may generate a personnel complaint.

109.4 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS

109.4.1 COMPLAINT FORMS

Personnel complaint forms will be maintained in a clearly visible location in the public area of the Department facility and be accessible through the department website. Forms may also be available at other county facilities.

Personnel complaint forms in languages other than English may also be provided, as determined necessary or practicable.

109.4.2 ACCEPTANCE

All complaints will be courteously accepted by any department member and promptly given to the appropriate Sergeant. Although written complaints are preferred, a complaint may also be filed orally, either in person or by telephone. Such complaints will be directed to a Sergeant. If a Sergeant is not immediately available to take an oral complaint, the receiving member shall obtain contact information sufficient for the Sergeant to contact the complainant. The Sergeant, upon contact with the complainant, shall complete and submit a complaint form as appropriate.

Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs, or physical evidence may be obtained as necessary.

109.5 DOCUMENTATION

Sergeants shall ensure that all formal and informal complaints are documented on a complaint form. The Sergeant shall ensure that the nature of the complaint is defined as clearly as possible.

All complaints and inquiries should also be documented in a log that records and tracks complaints. The log shall include the nature of the complaint and the actions taken to address the complaint. On an annual basis, the Sergeant should audit the log and send an audit report to the Superintendent or the authorized designee.

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109.6 ADMINISTRATIVE INVESTIGATIONS

Allegations of misconduct will be administratively investigated as follows.

109.6.1 SERGEANT RESPONSIBILITIES

In general, the primary responsibility for the investigation of a personnel complaint shall rest with the member's immediate supervisor, unless the supervisor is the complainant, or the supervisor is the ultimate decision-maker regarding disciplinary action or has any personal involvement regarding the alleged misconduct. The Superintendent or the authorized designee may direct that another supervisor investigate any complaint.

A Sergeant who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation.

The responsibilities of Sergeants include but are not limited to:

(a) Ensuring that upon receiving or initiating any formal complaint, a complaint form is completed.

1. The original complaint form will be directed to the Sergeant of the accused member, via the chain of command, who will take appropriate action and/or determine who will have responsibility for the investigation.
2. In circumstances where the integrity of the investigation could be jeopardized by reducing the complaint to writing or where the confidentiality of a complainant is at issue, a Sergeant shall orally report the matter to the member's Sergeant or the Superintendent, who will initiate appropriate action.

(b) Responding to all complainants in a courteous and professional manner.

(c) Resolving those personnel complaints that can be resolved immediately.

1. Follow-up contact with the complainant should be made within 24 hours of the Department receiving the complaint.
2. If the matter is resolved and no further action is required, the Sergeant will note the resolution on a complaint form and forward the form to the Sergeant.

(d) Ensuring that upon receipt of a complaint involving allegations of a potentially serious nature, the Sergeant and the Superintendent are notified via the chain of command as soon as practicable.

(e) Promptly contacting the Department of Human Resources and the Sergeant for direction regarding the Sergeant's role in addressing a complaint that relates to sexual, racial, ethnic, or other forms of prohibited harassment or discrimination.

(f) Forwarding unresolved personnel complaints to the Sergeant, who will determine whether to contact the complainant or assign the complaint for investigation.

(g) Informing the complainant of the investigator’s name and the complaint number within three days after assignment.

(h) Investigating a complaint as follows:

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1. Making reasonable efforts to obtain names, addresses, and telephone numbers of witnesses.
2. When appropriate, ensuring immediate medical attention is provided and photographs of alleged injuries and accessible uninjured areas are taken.

(i) Ensuring that the procedural rights of the accused member are followed.

(j) Ensuring interviews of the complainant are generally conducted during reasonable hours.

109.6.2 ADMINISTRATIVE INVESTIGATION PROCEDURES

Whether conducted by a supervisor or a member of the Sheriff's Office, the following applies to employees:

(a) Interviews of an accused employee shall be conducted during reasonable hours and preferably when the employee is on-duty. If the employee is off-duty, he/she shall be compensated at overtime rate or scheduled off day.

(b) Unless waived by the employee, interviews of an accused employee shall be at the Ferry County Sheriff's Office or other reasonable and appropriate place.

(c) No more than two interviewers should ask questions of an accused employee.

(d) Prior to any interview, an employee should be informed of the nature of the investigation.

(e) All interviews should be for a reasonable period and the employee's personal needs should be accommodated.

(f) No employee should be subjected to offensive or threatening language, nor shall any promises, rewards, or other inducements be used to obtain answers.

(g) Any employee refusing to answer questions directly related to the investigation may be ordered to answer questions administratively and may be subject to discipline for failing to do so.

1. An employee should be given an order to answer questions in an administrative investigation that might incriminate the member in a criminal matter only after the member has been given a *Garrity* advisement. Administrative investigators should consider the impact that compelling a statement from the employee may have on any related criminal investigation and should take reasonable steps to avoid creating any foreseeable conflicts between the two related investigations. This may include conferring with the person in charge of the criminal investigation (e.g., discussion of processes, timing, implications.
2. No information or evidence administratively coerced from an employee may be provided to anyone involved in conducting the criminal investigation or to any prosecutor.

(h) The interviewer should record all interviews of employees and witnesses. The employee may also record the interview. If the employee has been previously interviewed, a copy of that recorded interview shall be provided to the employee prior to any subsequent interview.

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(i) All employees subjected to interviews that could result in discipline have the right to have an uninvolved representative present during the interview. However, to maintain the integrity of each individual's statement, involved employees shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed.

(j) All employees shall provide complete and truthful responses to questions posed during interviews.

(k) No employee may be compelled to submit to a polygraph examination, nor shall any refusal to submit to such examination be mentioned in any investigation.

(l) An employee covered by civil service shall be provided a written statement of all accusations with a duplicate statement filed with the civil service commission (RCW 41.12.090; RCW 41.14.120).

109.6.3 ADMINISTRATIVE INVESTIGATION FORMAT

Formal investigations of personnel complaints shall be thorough, complete, and essentially follow this format:

Introduction - Include the identity of the members, the identity of the assigned investigators, the initial date, and source of the complaint.

Synopsis - Provide a brief summary of the facts giving rise to the investigation.

Summary - List the allegations separately, including applicable policy sections, with a brief summary of the evidence relevant to each allegation. A separate recommended finding should be provided for each allegation.

Evidence - Each allegation should be set forth with the details of the evidence applicable to each allegation provided, including comprehensive summaries of member and witness statements. Other evidence related to each allegation should also be detailed in this section.

Conclusion - A recommendation regarding further action or disposition should be provided.

Exhibits - A separate list of exhibits (e.g., recordings, photos, documents) should be attached to the report.

109.6.4 DISPOSITIONS

Each personnel complaint shall be classified with one of the following dispositions:

Unfounded - When the investigation discloses that the alleged acts did not occur or did not involve department members. Complaints that are determined to be frivolous will fall within the classification of unfounded.

Exonerated - When the investigation discloses that the alleged act occurred but that the act was justified, lawful, and/or proper.

Not sustained - When the investigation discloses that there is insufficient evidence to sustain the complaint or fully exonerate the member.

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Sustained - When the investigation discloses sufficient evidence to establish that the act occurred and that it constituted misconduct.

If an investigation discloses misconduct or improper job performance that was not alleged in the original complaint, the investigator shall take appropriate action with regard to any additional allegations.

109.6.5 COMPLETION OF INVESTIGATIONS

Every investigator or Sergeant assigned to investigate a personnel complaint or other alleged misconduct shall proceed with due diligence in an effort to complete the investigation within one year from the date of discovery by an individual authorized to initiate an investigation.

109.6.6 NOTICE TO COMPLAINANT OF INVESTIGATION STATUS

The member conducting the investigation should provide the complainant with periodic updates on the status of the investigation, as appropriate.

109.7 ADMINISTRATIVE SEARCHES

Assigned lockers, storage spaces, and other areas, including desks, offices, and vehicles, may be searched as part of an administrative investigation upon a reasonable suspicion of misconduct.

Such areas may also be searched any time by a supervisor for non-investigative purposes, such as obtaining a needed report, radio, or other document or equipment.

109.8 ADMINISTRATIVE LEAVE

When a complaint of misconduct is of a serious nature, or when circumstances indicate that allowing the accused to continue to work would adversely affect the mission of the Department, the Superintendent or the authorized designee may temporarily assign an accused employee to administrative leave. Any employee placed on administrative leave:

(a) May be required to relinquish any department badge, identification, assigned weapons, and any other department equipment.

(b) Shall be required to continue to comply with all policies and lawful orders of a supervisor.

(c) May be temporarily reassigned to a different shift, generally a normal business-hours shift, during the investigation. The employee may be required to remain available for contact at all times during such shift, and will report as ordered.

(d) When there is no place for them to work.

109.9 CRIMINAL INVESTIGATION

Where a member is accused of potential criminal conduct, a separate Sergeant or investigator shall be assigned to investigate the criminal allegations apart from any administrative investigation. Any separate administrative investigation may parallel a criminal investigation.

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The Superintendent shall be notified as soon as practicable when a member is accused of criminal conduct. The Superintendent may request a criminal investigation by an outside law enforcement agency.

A member accused of criminal conduct shall be provided with all rights afforded to a civilian. The member should not be administratively ordered to provide any information in the criminal investigation.

The Ferry County Sheriff's Office may release information concerning the arrest or detention of any member, including a correctional deputy, that has not led to a conviction. No disciplinary action should be taken until an independent administrative investigation is conducted.

109.10 POST-ADMINISTRATIVE INVESTIGATION PROCEDURES

Upon completion of a formal investigation, an investigation report should be forwarded to the Superintendent through the chain of command. Each level of command should review the report and include his/her comments in writing before forwarding the report. The Superintendent may accept or modify any classification or recommendation for disciplinary action.

109.10.1 FACILITY MANAGER RESPONSIBILITIES

Upon receipt of any completed personnel investigation, the Superintendent of the involved member shall review the entire investigative file, the member's personnel file, and any other relevant materials.

The Superintendent may make recommendations regarding the disposition of any allegations and the amount of discipline, if any, to be imposed.

Prior to forwarding recommendations to the Superintendent, the Sergeant may return the entire investigation to the assigned investigator or supervisor for further investigation or action.

When forwarding any written recommendation to the Superintendent, the Sergeant shall include all relevant materials supporting the recommendation. Actual copies of a member's existing personnel file need not be provided and may be incorporated by reference.

109.10.2 SUPERINTENDENT RESPONSIBILITIES

Upon receipt of any written recommendation for disciplinary action, the Superintendent shall review the recommendation and all accompanying materials. The Superintendent may modify any recommendation and/or may return the file to the Sergeant for further investigation or action.

Once the Superintendent is satisfied that no further investigation or action is required by staff, the Superintendent shall determine the amount of discipline, if any, that should be imposed. In the event disciplinary action is proposed, the Superintendent shall provide the member with a written notice and the following:

(a) Access to all of the materials considered by the Superintendent in recommending the proposed discipline.

(b) An opportunity to respond orally or in writing to the Superintendent within five days of receiving the notice.

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1. Upon a showing of good cause by the member, the Superintendent may grant a reasonable extension of time for the member to respond.
2. If the member elects to respond orally, the presentation shall be recorded by the Department. Upon request, the member shall be provided with a copy of the recording.

Once the member has completed his/her response, or if the member has elected to waive any such response, the Superintendent shall consider all information received in regard to the recommended discipline. The Superintendent shall render a timely written decision to the member and specify the grounds and reasons for discipline and the effective date of the discipline. Once the Superintendent has issued a written decision, the discipline shall become effective.

109.10.3 NOTICE OF FINAL DISPOSITION TO THE COMPLAINANT

The Superintendent or the authorized designee should ensure that the complainant is notified of the disposition (i.e., sustained, not sustained, exonerated, unfounded) of the complaint.

109.11 PRE-DISCIPLINE EMPLOYEE RESPONSE

The pre-discipline process is intended to provide the accused employee with an opportunity to present a written or oral response to the Superintendent after having had an opportunity to review the supporting materials and prior to imposition of any recommended discipline. The employee shall consider the following:

(a) The response is not intended to be an adversarial or formal hearing.

(b) Although the employee may be represented by an uninvolved representative or legal counsel, the response is not designed to accommodate the presentation of testimony or witnesses.

(c) The employee may suggest that further investigation could be conducted or the employee may offer any additional information or mitigating factors for the Superintendent to consider.

(d) In the event that the Superintendent elects to conduct further investigation, the employee shall be provided with the results prior to the imposition of any discipline.

(e) The employee may thereafter have the opportunity to further respond orally or in writing to the Superintendent on the limited issues of information raised in any subsequent materials.

109.12 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE

In the event that a member tenders a written resignation or notice of retirement prior to the imposition of discipline, it shall be noted in the file. The tender of a resignation or retirement by itself shall not serve as grounds for the termination of any pending investigation or discipline (RCW 43.101.135).

109.13 POST-DISCIPLINE APPEAL RIGHTS

Non-probationary employees have the right to appeal a suspension without pay, punitive transfer, demotion, reduction in pay or step, or termination from employment. The employee has the right to

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appeal using the procedures established by any collective bargaining agreement, memorandum of understanding, and/or personnel rules.

In the event of punitive action against an employee covered by civil service, the appeal process shall be in compliance with RCW 41.12.090 and RCW 41.14.120.

109.14 PROBATIONARY EMPLOYEES AND OTHER MEMBERS

At-will and probationary employees and members other than non-probationary employees may be disciplined and/or released from employment without adherence to any of the procedures set out in this policy, and without notice or cause at any time. These individuals are not entitled to any rights under this policy. However, any of these individuals released for misconduct should be afforded an opportunity solely to clear their names through a liberty interest hearing, which shall be limited to a single appearance before the Superintendent or the authorized designee.

In cases where an individual has been absent for more than a week or when additional time to review the individual is considered to be appropriate, the probationary period may be extended at the discretion of the Superintendent.

109.15 RETENTION OF PERSONNEL INVESTIGATION FILES

All personnel complaints shall be maintained in accordance with the established records retention schedule and as described in the Personnel Records Policy.

109.16 NOTIFICATION TO CRIMINAL JUSTICE TRAINING COMMISSION CERTIFICATION BOARD

Upon separation of a peace officer or corrections officer for any reason, the Department shall, within 15 days of the separation, notify the Criminal Justice Training Commission (CJTC) on a personnel action report form provided by the commission. When a resignation or retirement is accepted in lieu of termination, the Department shall include the reasons and rationale in the information provided to CJTC, including the findings from any internal or external investigations into alleged misconduct (RCW 43.101.135).

The Department shall notify CJTC within 15 days of an initial disciplinary decision made by the Department for alleged behavior or conduct by a peace officer or corrections officer that is noncriminal and may result in revocation of certification pursuant to RCW 43.101.105 (RCW 43.101.135).

The Department shall also notify CJTC when a decision has been made to discipline a correctional deputy for failure to intervene or for failure to report an incident of excessive force or any wrongdoing by another peace officer for determination of suspension or revocation of certification (RCW 10.93.190).

The Department shall, upon request of the CJTC, provide such additional documentation or information as the commission deems necessary to determine whether the separation or event provides grounds for suspension or revocation of the peace officer's or corrections officer's certification (RCW 43.101.135).

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Anti-Retaliation

110.1 PURPOSE AND SCOPE

This policy prohibits retaliation against members who identify workplace issues, such as fraud, waste, abuse of authority, gross mismanagement, or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety, or well-being of members.

This policy does not prohibit actions taken for nondiscriminatory or non-retaliatory reasons, such as discipline for cause.

These guidelines are intended to supplement and not limit members' access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, state and local law, ordinance, or collective bargaining agreement.

110.2 POLICY

The Ferry County Sheriff's Office has a zero tolerance for retaliation and is committed to taking reasonable steps to protect from retaliation members who, in good faith, engage in permitted behavior or who report or participate in the reporting or investigation of workplace issues. All complaints of retaliation will be taken seriously and will be promptly and appropriately investigated.

110.3 RETALIATION PROHIBITED

No member may retaliate against any person for engaging in lawful or otherwise permitted behavior; for opposing a practice believed to be unlawful, unethical, discriminatory, or retaliatory; for reporting or making a complaint under this policy; or for participating in any investigation related to a complaint under this or any other policy.

Retaliation includes any adverse action or conduct, including but not limited to:

- Refusing to hire or denying a promotion.
- Extending the probationary period.
- Unjustified reassignment of duties or change of work schedule.
- Real or implied threats or other forms of intimidation to dissuade the reporting of wrongdoing or filing of a complaint, or as a consequence of having reported or participated in protected activity.
- Taking unwarranted disciplinary action.
- Spreading rumors about the person filing the complaint or about the alleged wrongdoing.
- Shunning or unreasonably avoiding a person because the person has engaged in protected activity.

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110.3.1 RETALIATION PROHIBITED FOR INTERVENING OR REPORTING
A correctional deputy shall not be retaliated against in any way for intervening or reporting in good faith any wrongdoing by another law enforcement officer. Wrongdoing means conduct that is contrary to law or department policies (RCW 10.93.190).

110.4 COMPLAINTS OF RETALIATION

Any members who feel they have been retaliated against in violation of this policy should promptly report the matter to any Sergeant, any command staff member, the Superintendent, or the county Human Resources Director.

Members shall act in good faith, not engage in unwarranted reporting of trivial or minor deviations or transgressions, and make reasonable efforts to verify facts before making any complaint in order to avoid baseless allegations. Members shall not report or state an intention to report information or an allegation knowing it to be false or with willful or reckless disregard for the truth or falsity of the information, or otherwise act in bad faith.

Investigations are generally more effective when the identity of the reporting member is known, thereby allowing investigators to obtain additional information from the reporting member. However, complaints may be made anonymously. All reasonable efforts shall be made to protect the reporting member’s identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a complaint. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member are part of the investigative process.

110.5 SERGEANT RESPONSIBILITIES

Sergeants are expected to remain familiar with this policy and ensure that members under their command are aware of its provisions.

The responsibilities of Sergeants include but are not limited to:

(a) Ensuring complaints of retaliation are investigated as provided in the Personnel Complaints Policy.

(b) Receiving all complaints in a fair and impartial manner.

(c) Documenting the complaint and any steps taken to resolve the problem.

(d) Acknowledging receipt of the complaint, notifying the Superintendent via the chain of command, and explaining to the member how the complaint will be handled.

(e) Taking appropriate and reasonable steps to mitigate any further violations of this policy.

(f) Monitoring the work environment to ensure that any member making a complaint is not subjected to further retaliation.

(g) Periodic follow-up with the complainant to ensure that retaliation is not continuing.

(h) Not interfering with or denying the right of a member to make any complaint.

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(i) Taking reasonable steps to accommodate requests for assignment or schedule changes made by a member who may be the target of retaliation if it would likely mitigate the potential for further violations of this policy.

110.6 COMMAND STAFF RESPONSIBILITIES

The Superintendent should communicate to all Sergeants the prohibition against retaliation.

Command staff shall treat all complaints as serious matters and shall ensure that prompt actions take place, including but not limited to:

(a) Communicating to all members the prohibition against retaliation.

(b) The timely review of complaint investigations.

(c) Remediation of any inappropriate conduct or condition and instituting measures to eliminate or minimize the likelihood of recurrence.

(d) The timely communication of the outcome to the complainant.

110.7 WHISTLE-BLOWING

Washington law protects employees who make good faith reports of improper government actions. Improper government actions include violations of Washington law, abuse of authority, gross waste of funds, and substantial and specific danger to the public health or safety (RCW 42.40.010 et seq.; RCW 49.60.210; RCW 42.41.010 et seq.).

Members who believe they have been the subject of retaliation for engaging in such protected behaviors should promptly report it to a Sergeant. Sergeants should refer the complaint to the Sheriff's Office for investigation pursuant to the Personnel Complaints Policy.

110.7.1 DISPLAY OF REPORTING PROCEDURES

The department shall display the county policy to employees regarding their rights and the procedures for reporting information of an alleged improper government action. A copy of the policy shall be made available to employees upon request (RCW 42.41.030).

110.8 RECORDS RETENTION AND RELEASE

The 911 Coordinator shall ensure that documentation of investigations is maintained in accordance with the established records retention schedules.

110.9 TRAINING

This policy should be reviewed with each new member.

All members should receive periodic refresher training on the requirements of this policy.

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Chapter 2 - Organization and Administration

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Drug- and Alcohol-Free Workplace

200.1 PURPOSE AND SCOPE

The purpose of this policy is to establish clear and uniform guidelines regarding drugs and alcohol in the workplace (41 USC § 8103).

200.2 POLICY

It is the policy of the Ferry County Sheriff's Office to provide a drug- and alcohol-free workplace for all members.

200.3 GENERAL GUIDELINES

Alcohol and drug use in the workplace or on department time can endanger the health and safety of department members and the public.

Members who have consumed an amount of an alcoholic beverage or taken any medication, or combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty. Affected members shall notify the Sergeant or appropriate supervisor as soon as the member is aware that the member will not be able to report to work. If the member is unable to make the notification, every effort should be made to have a representative contact the Sergeant in a timely manner. If the member is adversely affected while on-duty, the member shall be immediately removed and released from work (see the Work Restrictions section in this policy).

200.3.1 USE OF MEDICATIONS

Members should not use any medications that will impair their ability to safely and completely perform their duties. Any member who is medically required or has a need to take any such medication shall report that need to the member's immediate Sergeant prior to commencing any on-duty status.

200.3.2 MEDICAL CANNABIS

Possession, use, or being under the influence of medical cannabis on-duty is prohibited and may lead to disciplinary action (RCW 69.51A.060).

200.4 MEMBER RESPONSIBILITIES

Members shall report for work in an appropriate mental and physical condition. Members are prohibited from purchasing, manufacturing, distributing, dispensing, possessing, or using controlled substances or alcohol on department premises or on department time (41 USC § 8103). The lawful possession or use of prescribed medications or over-the-counter remedies is excluded from this prohibition.

Members shall notify a Sergeant immediately if they observe behavior or other evidence that they believe demonstrates that a fellow on-duty member is impaired due to drug or alcohol use.

Members are required to notify their immediate Sergeants of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction (41 USC § 8103).

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200.5 EMPLOYEE ASSISTANCE PROGRAM

There may be available a voluntary employee assistance program to assist those who wish to seek help for alcohol and drug problems (41 USC § 8103). Insurance coverage that provides treatment for drug and alcohol abuse also may be available. Employees should contact the Department of Human Resources, their insurance providers, or the employee assistance program for additional information. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems.

200.6 WORK RESTRICTIONS

If a member informs a Sergeant that he/she has consumed any alcohol, drug or medication that could interfere with a safe and efficient job performance, the member may be required to obtain clearance from his/her physician before continuing to work.

If the Sergeant reasonably believes, based on objective facts, that a member is impaired by the consumption of alcohol or other drugs, the Sergeant shall prevent the member from continuing work and shall ensure that he/she is safely transported away from the Department.

200.7 SCREENING TESTS

A Sergeant may require an employee to submit to a screening under any of the following circumstances:

(a) The Sergeant reasonably believes, based upon objective facts, that the employee is under the influence of alcohol or drugs that are impairing the employee's ability to perform duties safely and efficiently.

(b) The employee discharges a firearm in the performance of duties (excluding training or authorized euthanizing of an animal.

(c) The employee discharges a firearm issued by the Department while off-duty, resulting in injury, death, or substantial property damage.

(d) The employee drives a motor vehicle in the performance of duties and becomes involved in an incident that results in bodily injury, death, or substantial damage to property.

200.7.1 SERGEANT RESPONSIBILITY

The Sergeant shall prepare a written record documenting the specific facts that led to the decision to require the test, and shall inform the employee in writing of the following:

(a) The test will be given to detect either alcohol or drugs, or both.

(b) The result of the test is not admissible in any criminal proceeding against the employee.

(c) The employee may refuse the test, but refusal may result in dismissal or other disciplinary action.

200.7.2 DISCIPLINE

An employee may be subject to disciplinary action if the employee:

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(a) Fails or refuses to submit to a screening test.

(b) After taking a screening test that indicates the presence of a controlled substance, fails to provide proof within 72 hours after being requested that the employee took the controlled substance as directed, pursuant to a current and lawful prescription issued in the employee's name.

(c) Violates any provisions of this policy.

200.8 COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT

No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving a member, the Department will take appropriate disciplinary action, up to and including dismissal, and/or requiring the member to satisfactorily participate in a drug abuse assistance or rehabilitation program (41 USC § 8104).

200.9 CONFIDENTIALITY

The Department recognizes the confidentiality and privacy due its members. Disclosure of any information relating to substance abuse treatment, except on a need-to-know basis, shall only be with the express written consent of the member involved or pursuant to lawful process.

The written results of any screening tests and all documents generated by the employee assistance program are considered confidential medical records and shall be maintained separately in the member’s confidential medical file in accordance with the Personnel Records Policy.

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Financial Practices

201.1 PURPOSE AND SCOPE

The Superintendent shall prepare and present a budget request that ensures an adequate allocation of resources for facility operations and programming for the budget cycle. Budget requests shall be prepared in the manner and detail prescribed by the Department. Service goals and objectives should be delineated in the budget plan.

201.2 POLICY

The Department's responsibilities include the development of a budget plan, submitting the plan to the County Executive and monitoring the facility's progress toward meeting its budget objectives throughout the budget cycle.

A fiscal system has been established that accounts for all income and expenditures on an ongoing basis. Methods for collecting, safeguarding and disbursing monies shall comply with established accounting procedures.

201.3 BUDGET PLAN

The Superintendent will establish a system of quarterly projections of expenditures for personnel, operating expenses, equipment, and capital projects. A record of a historical pattern of expenditures along with a justification for new expenditures should be used as the supporting documentation in the development of the budget plan.

Once completed, the budget plan will be submitted to the Auditor's Office for review and approval and/or returned to the Department for additional development. Once the budget plan has been approved by the County Executive or the authorized designee, the Department may initiate expenditures in accordance with the plan.

201.4 FISCAL ACCOUNTING AND MANAGEMENT OF APPROVED BUDGET

The Auditor's Office is responsible for monitoring the facility’s progress toward meeting its budget objectives throughout the fiscal year. Data on key performance indicators should be collected and evaluated at regular intervals and reviewed by the Superintendent and the Superintendent’s budget officials and other policy-makers. Reports should contain at a minimum the following information:

- The budget amount
- The amount expended for the month
- The year-to-date amount expended
- Any outstanding encumbrances
- The cumulative total year-to-date expenditures plus outstanding encumbrances

When the Superintendent receives the monthly budget report, he/she should review all of the expenditure accounts for risk indicators, such as:

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- Significant variations in expenditures in an account used consistently, where the amounts charged are expected to vary little, if any, from month to month.
- Expenditures that are significantly beyond the forecasted amounts or whether the year-to-date percentages expended are significantly higher than the percentage of time elapsed.
- Large balances of/or long-term outstanding encumbrances.

Fiscal data collected during the year should be used to formulate a budget for the following year.

201.4.1 PAYMENT REQUESTS FOR STATE INMATES

Any detention facility housing an inmate who is the financial responsibility of the state shall complete the Department of Corrections form noting the identity of the inmate, the type of state responsibility, the method of notification for availability for movement and the number of days for which the state is financially responsible (RCW 70.48.450).

201.4.2 USE OF CASH FUNDS

The Auditor's Office is responsible for documenting the use of cash funds, including receipts, supervisory approval, and periodic audit.

201.5 TRANSFERRING FUNDS AMONG BUDGET CATEGORIES

Unless otherwise specified, the transfer of funds among budget categories may require the approval of the County Commissioners.

201.6 FINANCIAL AUDITS

The Superintendent should ensure that a financial audit of the facility is conducted annually. The audit shall conform to generally accepted auditing standards.

201.6.1 FINANCIAL AUDITS OF THE INMATE WELFARE FUND

An annual financial audit of the Inmate Welfare Fund shall be conducted and shall include the department's budget and any monies placed into the Inmate Welfare Fund. The methods used for collecting, safeguarding, and disbursing monies, including inmates' personal funds held by the facility, shall comply with accepted accounting procedures.

201.6.2 POSITION CONTROL

Position control is the process used by the Department to exercise control over the size and cost of its workforce. It ensures that any new, regular employee added to an agency's payroll basis is filling a position that has been approved and budgeted, and that the rate of pay for the position is within the salary range for the job classification in which the position resides (RCW 41.14.140).

This facility is one of the most labor-intensive functions and therefore control of payroll expenditures is a crucial part of managing the facility budget. In order to exercise control of payroll expenditures, the Department will utilize a system of position control as part of its ongoing budget process.

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201.7 STAFFING PLAN

The Superintendent should maintain an up-to-date staffing plan for the purpose of exercising position control. The staffing plan should include a comprehensive list of all positions in this facility. Each position has a descriptive job title that is associated with a description of the position's duties and responsibilities. Each position will have a written job description for all position classifications and post assignments that define responsibilities, duties, and qualifications.

The Superintendent should adhere to the following strategies for the management of position control and personnel costs (RCW 41.14.140):

(a) Ensure that this facility is staffed with the appropriate number and type of staff. The proper allocation and deployment of staff across shifts and functional units is essential. In addition, the availability of the right classification of staff (e.g., custody staff supervising inmates, maintenance staff performing maintenance, food service staff preparing meals) with the appropriate job skills and training enhances efficiency.

(b) Strategically time the filling of newly authorized positions or vacancies in current positions. Strategic timing is important throughout the budget year to create vacancy savings that can be used to address current budget year shortfalls.

(c) Manage the use of overtime carefully. The historical use of overtime should be tracked to make the case for additional staff and/or to provide sufficient funding in an overtime line item. The use of overtime should also be monitored at regular intervals to verify that it is being used within projected levels.

(d) Manage the use of part-time staff. The number of hours worked by part-time staff should be monitored to ensure that part-time employees are not working in excess of what has been authorized (e.g., a part-time employee should be working no more than an average of 20 hours per week).

(e) Establish and maintain procedures to ensure the accuracy and integrity of payroll documentation. Timecards, time sheets, and related documentation should reflect actual hours worked. Supervisory approval should be required prior to payment.

(f) Consider the impact of position upgrades on the entire job classification. An upgrade for one position may set the stage for upgrades of similar positions within the same job classification.

(g) Monitor the use of merit increases. Caution should be exercised in granting merit increases as a way of making up for perceived shortfalls in cost-of-living increases. Each merit increase, unless it is a one-time bonus, increases the base pay and has an impact on continuation funding in future budget years.

201.7.1 INSURANCE REQUIREMENTS

The Department shall ensure, by way of department risk managers, the procurement of adequate liability coverage of the jail operations. Coverage shall include, at minimum, workers' compensation, civil liability, and the public employee blanket bond in accordance with applicable law.

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201.7.2 PERFORMANCE MONITORING

Performance monitoring necessitates the establishment of benchmarks and performance targets. The Auditor's Office shall develop budget benchmarks so that actual performance output can be compared with these targets to determine whether this facility is meeting the goals and objectives articulated in the budget.

A quarterly monitoring report assessing the effectiveness, efficiency, and quality of custody operations will be provided to the Superintendent for the purpose of developing the budget for the following year.

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Supervision of Inmates - Minimum Requirements

202.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure the safety and security of the facility through the application of appropriate staffing levels.

202.2 POLICY

It is the policy of this facility to provide for the safety and security of citizens, staff and inmates through appropriate staffing levels that are sufficient to operate the facility and perform functions related to the safety, security, custody and supervision of inmates. In an effort to protect the dignity and privacy rights of the inmates and to comply with existing case law, at least one member of the same sex of each inmate represented in the population will be on-duty at all times.

202.3 SUPERVISION OF INMATES

There should be, at all times, sufficient staff designated to remain in the facility for the supervision and welfare of inmates, to ensure the implementation and operation of all programs and activities and to respond to emergencies when needed. Such staff must not leave the facility while inmates are present and should not be assigned duties that could conflict with the supervision of inmates.

When both male and female inmates are held at this facility, a minimum of one male and one female Correctional Deputy should be on-duty in the jail at all times.

Staff members shall not be placed in positions of responsibility for the supervision and welfare of inmates of the opposite sex in circumstances that can be described as an invasion of privacy or that may be degrading or humiliating to the inmates. Staff used as program resource personnel with inmates should be of the same sex as the inmates when reasonably available. However, at least one staff member of the same sex as the inmates should be on-duty and available to the inmates during all such activities.

To the extent reasonably practicable, inmate bathrooms will contain modesty screens that preserve privacy without creating areas that cannot be properly supervised.

The Superintendent or the authorized designee shall be responsible for developing staffing plans to comply with this policy. Records of staff deployment should be maintained in accordance with established records retention schedules.

202.4 SEPARATION OF DUTIES

Maintenance personnel are employed to perform preventive, routine and emergency maintenance functions. Custody staff will not be given physical plant maintenance duties that distract from their primary responsibility of supervising inmates.

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Prohibition on Inmate Control

203.1 PURPOSE AND SCOPE

The purpose of this policy is to define the requirement that staff should at all times exercise control of the inmate population under their supervision and should prevent inmates from controlling other inmates within the facility.

203.2 POLICY

All staff, including support staff, contractors and volunteers should exercise control and supervision of all inmates under their control. It is the policy of this department to prohibit any staff member to implicitly allow, or by dereliction of duty allow, any inmate or group of inmates to exert authority over any other inmate.

203.3 EDUCATION, DRUG OR ALCOHOL PROGRAM ASSISTANTS

Nothing in the policy is intended to restrict the legitimate use of inmates to assist in the instruction of educational or drug and alcohol programs. Any use of inmates in this manner will be expressly authorized by the Superintendent in a legally prescribed manner. Any program that uses inmates to assist in legitimate program activities will be closely supervised by facility employees or vocational instructors. Nothing in this section is intended to authorize an inmate program assistant to engage in disciplining other inmates.

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Equipment Inventory and Supplies

204.1 PURPOSE AND SCOPE

This facility must have the materials, supplies and equipment that are necessary to maintain effective and efficient operations. This policy establishes responsibilities and requirements for purchasing, storing and inventory of those items.

204.2 POLICY

The Superintendent shall ensure that all jail property and fixed assets are inventoried annually and that all supplies purchased are reconciled with the invoice, in accordance with the limits set by the auditor, prior to payment.

The Jail maintains a secure storage area for the purpose of storing supplies and equipment. The Superintendent shall maintain oversight of the area.

With the exception of medical supplies, which are ordered by the medical staff, the Auditor's Office is responsible for the purchasing and acquisition of materials and equipment for this facility. Supplies and equipment that are not needed for immediate use should be stored in a secure storage area.

Requisition forms bearing the signature of the Department Chief Financial Officer should be completed and received by the Auditor's Office before any supplies or equipment are purchased and distributed to the facility. Any encumbrance to this facility’s budget requires review and approval by the Superintendent and the Chief Financial Officer.

The Department Auditor's Office, in conformance with established policies, is responsible for negotiating all other purchases.

204.3 PURCHASING

The Superintendent, along with the Chief Financial Officer, is responsible for managing the purchasing process to ensure that amounts and types of purchases fall within budget parameters. The Superintendent must also ensure that this facility's purchasing process complies with applicable laws, regulations and department policies.

Personnel with spending authority should adhere to the following strategies:

(a) Be knowledgeable about the county's requirements and procedures for purchasing goods and services.

(b) Establish a working relationship with this facility’s purchasing agent.

(c) Provide the purchasing agent with information describing the types of goods and services required to operate the facility.

(d) Ensure that staff with spending authority follow procedures that outline the process for submission and approval of purchase requisitions.

(e) Review purchase requisitions to verify the need, urgency and priority.

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(f) Monitor service contracts to ensure that this facility is receiving the scope and quality of services specified in the contract.

(g) Regularly monitor expenditures to make certain the purchase of goods and services is charged to the appropriate accounts and within budget limits.

(h) Keep purchase records to maintain the integrity and availability of purchasing documents, including requisitions, purchase orders, receiving reports and invoices.

204.4 EQUIPMENT INVENTORY

The Superintendent or authorized designee will conduct an audit on all supplies and equipment annually. All losses will be reported by the Superintendent to the County Executive. The Auditor's Office may also conduct an interim audit on all fixed assets in order to maintain a complete and accurate accounting of equipment and its location.

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Tool and Culinary Equipment Control

205.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a tightly controlled process for the use of tools and culinary equipment in order to reduce the risk of such items becoming weapons for the inmate population. While there are times that specific inmate workers may need to possess tools or equipment for legitimate daily operations, the possession and use of those tools must be carefully monitored and controlled by staff.

205.2 POLICY

It is the policy of this facility to securely store, inventory, control and monitor the use of tools and culinary equipment to ensure accountability and the secure use of these items.

205.2.1 CUSTODY TOOLS

Tools include all implements that are maintained within the secure perimeter of the facility to complete specific tasks. These tools include, but are not limited to, mops, brooms, dustpans and floor polishers.

All tools, culinary items or medical equipment shall be locked in secure cabinets or storage rooms when not in use. Tools should be inspected regularly for damage or wear and repaired or replaced as necessary.

Any time tools are brought into a secure area where inmates are present, staff supervising the area shall count the number of tools brought in to ensure that the same number of tools are taken out.

Any tool that is used within the secure perimeter of the facility must be closely monitored and controlled by the staff supervising the area so that it cannot be used as a weapon. Inmates who are assigned tasks that require these tools shall be closely supervised.

An inventory of all tools used and stored within the secure perimeter of the facility shall be developed and maintained by the Superintendent. Tools will be inventoried by an assigned staff member at least once every 24 hours. The loss of any tool will be immediately reported to the on-duty Sergeant, who shall initiate immediate action to locate or account for the missing tool, including:

(a) Detaining and searching any inmate who had access to the tool.

(b) Conducting a thorough search of the immediate area for the missing item.

(c) Initiating a facility-wide search.

The staff member responsible for the supervision of the use of missing tool will prepare and submit a report to the Sergeant documenting the specific tool that is missing and the circumstances of the disappearance. The report will be forwarded to the Superintendent. All staff members involved in the search will submit a report to the on-duty supervisor documenting their findings.

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205.2.2 MAINTENANCE OR CONSTRUCTION TOOLS

Maintenance or construction tools are those tools and equipment that are brought into and out of the secure perimeter of the facility by employees or contractors to facilitate repairs or construction of the physical plant. Only the tools and equipment needed specifically for the intended work will be permitted into the facility. All tools and equipment will be inventoried and a list of the tools will be provided to the control booth prior to any tools or equipment being brought inside the secure perimeter.

A staff member will check the tools being brought into this facility against the inventory list. Prior to entering the secure perimeter of the facility, the contractor shall be instructed to maintain personal possession of the tools at all times. When it is necessary to complete a task in an area where inmates are present, the inmates shall be locked down by staff supervising the area.

When the person has finished working in the area, a correctional deputy will ensure that all tools are accounted for by checking the tool inventory. In the event of a discrepancy, the on-duty supervisor shall be immediately notified and appropriate action taken to locate or account for the items. Once all tools have been accounted for, the inmates may be released from lockdown.

205.2.3 EXTERIOR-USE TOOLS

Exterior-use tools are those that are used by inmate workers outside of the secure perimeter. These tools include, but are not limited to, the following:

- Handheld tools
- Power tools
- Landscape maintenance tools
- Farm equipment

Only inmate workers who are classified to work outside the secure perimeter of the facility will be allowed to possess exterior-use tools. The Correctional Deputy responsible for supervising inmate workers on outside work crews will inventory all tools assigned for this purpose at the beginning of the shift.

Any tool issued to an inmate will be logged with the inmate’s name, the tool type and serial number documented. When an inmate worker is finished with that tool, the responsible staff member shall check the tool against the check-out log and document its return. Inmate workers shall not be permitted to pass tools between each other except under the direct supervision of a correctional deputy.

All tools will be checked-in and noted on the log and returned to the tool storage area at the end of each shift. Until all tools are accounted for, inmate workers should not be released from the work assignment.

In the event that an exterior-use tool is missing, the Correctional Deputy shall immediately notify a Sergeant. A thorough search for the tool will be undertaken and an incident report shall be completed. Inmates may only be released from their work assignments when it has been

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determined that it is safe to do so, and upon the approval of the Sergeant. The incident report with all relevant information shall be forwarded to the Superintendent.

205.2.4 KITCHEN EQUIPMENT

Culinary tools are located in the kitchen and include common tools used in the preparation, service and delivery of meals.

All kitchen knives or metal tools with sharp edges shall be stored in a locked cabinet. There shall be an outline of the tool's assigned location in the cabinet so that any tool missing from the cabinet can be easily identified. When in use, all knives shall be tethered to the work area. All tools shall be returned to the secure cabinet when not in use.

The Correctional Deputy assigned to the kitchen shall inventory all kitchen tools at the beginning of his/her shift and prior to the arrival of inmate workers. Kitchen tools will only be issued to inmates who have been classified as inmate workers. Staff will supervise inmates at all times when the inmates are using tools.

Each tool issued will be assigned to an individual inmate and logged. The inmate's name and the tool type will be documented. When an inmate worker is finished with a tool, the tool shall be checked in with the Correctional Deputy and documented. Inmate workers shall not be permitted to pass tools between each other except under the direct supervision of a correctional deputy.

All tools will be returned to the kitchen tool cabinet at the end of each shift and all tools must be accounted for prior to any inmate worker being released from the work assignment.

In the event that a kitchen tool is missing, the Correctional Deputy shall immediately notify the on-duty Sergeant, who shall initiate immediate action to locate or account for the missing tool. A thorough search for the tool will be undertaken and an incident report shall be completed by the Correctional Deputy responsible for the supervision of the use of the tool. The incident report with all relevant information shall be forwarded to the Superintendent.

205.2.5 SERVING AND INDIVIDUAL EATING TOOLS

Serving tools and individual eating tools are those culinary tools located outside of the kitchen. Only inmate workers who are assigned to serve food shall be in control of serving tools. These tools shall be assigned to each inmate worker by the kitchen Correctional Deputy prior to leaving the kitchen. The tool type shall be documented. Upon returning to the kitchen from serving meals, the inmate workers shall individually check their tools in with the kitchen Correctional Deputy, who shall document each one.

In the event that a serving tool is missing, the kitchen Correctional Deputy shall notify a Sergeant and a search for the tool shall be initiated.

Eating utensils (forks/spoons/sporks) shall be counted by the Correctional Deputy supervising the meal service prior to and at the completion of each meal. In the event that a utensil is missing, the housing unit shall be immediately locked down and a Sergeant notified. A thorough search of the housing unit shall be initiated to locate the tool.

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205.3 TOOL MAINTENANCE

Tools should be inspected regularly for damage or wear and repaired or replaced as needed.

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Disposition of Evidence

206.1 PURPOSE AND SCOPE

The purpose of this policy is to provide direction regarding the proper handling and disposition of contraband and evidence to ensure that the chain of custody is maintained so that evidence is admissible in a court of law or disciplinary hearing.

206.2 POLICY

It is the policy of the Ferry County Sheriff's Office to seize evidence and contraband in accordance with current constitutional and search-and-seizure law. Members of this department shall properly handle all contraband and evidence in order to maintain its admissibility. All contraband and evidence shall be handled in a safe manner and in a way that will maintain the chain of custody.

206.3 INITIAL SEIZURE OF EVIDENCE

Any staff member who first comes into possession of any evidence should retain such evidence in his/her possession until it is properly tagged and booked. When handling evidence, staff should observe the following safety precautions:

(a) Unload any firearm located in the approved loading/unloading area outside of the facility. If it is a revolver, the cylinder should be left open. If it is a semi-automatic pistol, the magazine shall be removed and the slide locked back in an open position. The cartridges and/or magazine will be packaged separately and booked with the firearm.

(b) Sheath any knife or other stabbing instrument in its holster (if any), or attach (tape) stiff cardboard to completely cover the blade.

(c) Place needles, such as syringes, into a hard plastic container that cannot be punctured by the needle.

(d) If the contraband is a suspected "home brew" alcoholic beverage, the handling Correctional Deputy shall place a sample of the liquid in a plastic container that can be safely sealed. The remainder of the liquid will be treated as a biohazard and carefully disposed of as recommended by the environmental health official.

206.4 EVIDENCE BOOKING PROCEDURE

All evidence shall be booked prior to the employee going off-duty unless otherwise approved by a supervisor. Employees booking evidence shall observe the following guidelines:

(a) Complete the evidence/property form describing each item of evidence separately, listing all serial numbers, owner’s name, finder’s name and other identifying information or markings.

(b) Mark each item of evidence with the booking employee’s initials and the date booked using the appropriate method to prevent defacing or damaging the value of the property.

(c) Complete an evidence/property tag and attach it to each bag or envelope in which the evidence is stored.

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(d) Place the case number in the upper right corner of the bag and in the appropriate field of the evidence/property tag.

(e) Submit the original evidence/property form with the case report. A copy shall be placed with the evidence in the temporary property locker or with the property if it is stored somewhere other than a property locker.

(f) When the evidence is too large to be placed in a locker, retain the item in the secure supply room or another area that can be secured from unauthorized entry. Place the completed evidence/property form into a numbered locker indicating the location of the evidence.

206.4.1 NARCOTICS AND DANGEROUS DRUGS

All narcotics and dangerous drugs shall be booked separately using a separate evidence/property form. Paraphernalia shall also be booked separately. All narcotics and dangerous drugs shall be properly weighed by the booking staff member. The weight of all narcotics and dangerous drugs shall be documented on the evidence/property form. A copy of the evidence/property form shall be placed with the evidence in the designated locker and shall also be distributed in accordance with current evidence booking procedures.

206.4.2 EXCEPTIONAL HANDLING

Certain evidence items require a separate process. Bodily fluids, such as blood or semen stains, shall be air-dried prior to booking.

206.4.3 RECORDING OF EVIDENCE OR PROPERTY

The Property and Evidence Technician receiving custody of evidence or property shall record on the evidence/property control card his/her signature, the date and time the evidence was received, and where it will be stored.

An evidence/property number shall be obtained for each item or group of items. This number shall be recorded on the evidence/property tag and the evidence/property control card.

Any changes in the location of evidence or property held by the Department shall be noted in the evidence/property log book.

206.4.4 EVIDENCE CONTROL

Every time evidence or property is released or received, an appropriate entry on the evidence package and evidence/property control card shall be completed to maintain the chain of custody. No property or evidence is to be released without first receiving written authorization from a supervisor or the employee who is managing the case.

Correctional Deputies desiring evidence for court shall contact the Property and Evidence Technician at least one day prior to the court day.

Request for analysis for items other than narcotics and dangerous drugs shall be completed on the appropriate forms and submitted to the Property and Evidence Technician. This request may be filled out any time after booking the property or evidence.

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206.4.5 TRANSFER OF EVIDENCE TO CRIME LABORATORY

The transporting employee will check the evidence out of property, indicating the date and time on the evidence/property control card, and complete a request for laboratory analysis.

The Property and Evidence Technician releasing the evidence must complete the required information on the evidence/property control card. The lab forms will be transported with the evidence to the examining laboratory. Upon delivering the item, the Correctional Deputy will record the delivery time on both copies and indicate the locker in which the item was placed or the employee to whom it was delivered. The original copy of the lab form will remain with the evidence and the copy will be returned to the Records Department for filing with the case.

206.4.6 STATUS OF EVIDENCE

Each person receiving evidence will make the appropriate entry to document the chain of custody. Temporary release of evidence to a law enforcement authority for investigative purposes or for court shall be noted on the evidence/property control card, stating the date, time, and to whom it was released.

The Property and Evidence Technician shall obtain the signature of the person to whom the evidence was released and the reason for release. Any employee receiving evidence shall be responsible for such evidence until it is returned to property or released to another authorized person or entity.

The return of the evidence should be recorded on the evidence/property control card, indicating date, time, and the name of the person who returned the evidence.

206.5 RELEASE OR DISPOSITION OF UNCLAIMED FUNDS AND PROPERTY

The employee managing the case or a supervisor shall authorize the disposition or release of all evidence and property coming into the care and custody of the Department.

All reasonable attempts should be made to return unclaimed property, found property, or evidence not needed for an investigation.

Release of property and evidence shall be made upon receipt of an authorized release form. The release authorization shall be signed by the approving staff member and must match the items listed on the evidence/property form or must specify the items to be released. A signature of the person receiving the evidence or property shall be recorded on the original evidence/property form. Upon release, the proper entry shall be documented on the evidence/property control card log and related forms.

The property supervisor shall ensure that all cash not needed as evidence, or funds that are left unclaimed by an inmate, are transferred as soon as practical to the Auditor's Office. A record of the transfer shall be kept in the appropriate inmate file.

The property supervisor or the authorized designee shall submit a report of presumed abandoned property or funds once a year to the Superintendent and the Auditor's Office, or more frequently as

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directed. The property supervisor may dispose of property or evidence in compliance with existing laws upon receipt of proper authorization from the Superintendent.

The Ferry County Sheriff's Office shall make every effort to return personal property that is in the possession of this department when such property is not considered evidence of a crime or is no longer needed as evidence. In such cases, the Property and Evidence Technician shall make a reasonable attempt to identify the lawful owner and provide written notice via U.S. mail within 15 days after the property is authorized to be released.

If the property remains unclaimed beyond 60 days after the initial written notice to the property owner, or, in the case of property held as evidence, 60 days from the date when the case has been finally adjudicated and the property has been released as evidence by order of the court, the Department may (RCW 63.32.010; RCW 63.40.010):

(a) At any time thereafter sell the property at public auction to the highest and best bidder for cash. The disposition of all proceeds from such auctions shall be accounted for and recorded according to law (RCW 63.32.030).

(b) Retain the property for the use of the Department subject to giving notice in the manner prescribed in RCW 63.32.020 or RCW 63.40.020 and the right of the owner, or the owner's legal representative, to reclaim the property within one year after receipt of notice, without compensation for ordinary wear and tear if, in the opinion of the Superintendent, the property consists of firearms or other items specifically usable in law enforcement work, provided that at the end of each calendar year during which there has been such a retention, the Department shall provide the county's elected body and retain for public inspection a list of such retained items and an estimation of each item's replacement value. At the end of the one-year period any unclaimed firearm shall be disposed of pursuant to RCW 9.41.098(2).

(c) Destroy an item of personal property at the discretion of the Superintendent if he/she determines that the following circumstances have occurred:

1. The property has no substantial commercial value, or the probable cost of sale exceeds the value of the property; and
2. The item has been unclaimed by any person after notice procedures have been met, as prescribed in this section; and
3. The Superintendent has determined that the item is unsafe and unable to be made safe for use by any member of the general public.

If the item is not unsafe or illegal to possess or sell, it may, after satisfying the notice requirements as prescribed in RCW 63.32.020, be offered by the Superintendent to bona fide dealers, in trade for law enforcement equipment. Such equipment shall be treated as retained property for purpose of annual listing requirements of the RCW. Such items may be destroyed at the discretion of the Superintendent if he/she believes that it has been used, or may be used in a manner that is illegal (RCW 63.32.010).

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If such property is not sold at auction or otherwise lawfully claimed, it may thereafter be destroyed in accordance with applicable laws. The final disposition of all such property shall be fully documented in related reports and on the property control card.

The Property and Evidence Technician shall release the evidence or property upon proper identification presented by the owner for which an authorized release has been received. A signature of the person receiving the property shall be recorded on the original evidence/property form. Upon release, the proper entry shall be documented in the evidence/property log.

After release of all property or evidence listed on the evidence/property control card, the card shall be forwarded to the Records Department for filing with the case. If some items have not been released, the evidence/property card will remain in the property section.

206.6 INSPECTIONS AND AUDITS

The Superintendent shall ensure that Property and Evidence Room operations and storage facilities are inspected for compliance with applicable policies and procedures, including periodic, unannounced inspections.

The Sergeant shall also ensure that audits are conducted as directed by the Superintendent.

Inspections and audits shall be conducted by a member of this department who is not routinely or directly connected with the Property and Evidence Room operations.

The results of all inspections and audits shall be documented and forwarded to the Superintendent.

206.6.1 TIMING

Inspections shall occur at least quarterly. Unannounced inspections shall occur at least twice per year.

Audits shall occur at least annually.

Whenever there is a change of assignment for any member with authorized access to the Property and Evidence Room, an audit of all property shall be conducted to ensure that all property is accounted for and records are correct.

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Records and Data

207.1 PURPOSE AND SCOPE

This policy establishes guidelines for the control and access of records by staff, contractors, and volunteers.

207.2 ACCESS TO RECORDS

Access to confidential paper or electronically generated records in this facility is restricted at various locations according to job function and the need to know. Employees working in assigned areas will only have access to the information that is necessary for the performance of their duties. Granting access to other employees or anyone outside of the work area must meet with supervisory approval. All requests for information received from outside the Department shall be forwarded to the Superintendent.

Custody staff, volunteers, and contractors shall not access, disclose, or permit the disclosure or use of such files, documents, reports, records, video or audio recordings, or other confidential information except as required in the performance of their official duties and in accordance with department policies, statutes, ordinances, and regulations related to data practices. Photographs and information concerning a person convicted of a sex offense as defined in RCW 9.94A.030 may be released as provided in RCW 4.24.550.

Custody staff, volunteers, and contractors who are uncertain of the confidentiality status of any document should consult with a supervisor or the Superintendent to determine the status of the documents in question.

207.3 USE OF A CENTRAL COMPUTERIZED ENFORCEMENT SERVICE SYSTEM (ACCESS)

A Central Computerized Enforcement Service System (ACCESS) is a computer controlled communications system located at the WSP Information Technology Division. ACCESS provides service to all the state and national information systems. The Chief of the WSP is vested with the authority to administer all operating phases of ACCESS and WACIC. There are specific requirements for agencies accessing the information in the group of computers systems in ACCESS.

207.3.1 ACCESS USE REQUIREMENTS

No member of the Ferry County Sheriff's Office shall operate any of the ACCESS systems without first complying with the training requirements

207.3.2 ACCESS REQUIREMENTS

As an authorized ACCESS user, the Ferry County Sheriff's Office complies with all of the following ACCESS requirements:

(a) Warrant Entry

(b) Receiving information from outside agencies

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(c) Recording information

(d) Verifying information

(e) Cancelling information

(f) Providing 24 hour access to agency warrants

It is the responsibility of the 911 Coordinator to ensure that all ACCESS computer and network security requirements are in place and operational.

207.4 STAFF TRAINING

Prior to being allowed to work inside this facility, all members and contractors will receive training on department records, policies, and confidentiality requirements, including the potential criminal and civil penalties that may result from a breach of confidentiality in violation of this policy and all applicable statutes (RCW 40.16.010 and RCW 40.16.020).

207.5 POLICY

Members of the Ferry County Sheriff's Office will adhere to all applicable laws, orders, regulations, use agreements, and training related to the access, use, dissemination and release of protected information.

207.6 CUSTODIAN OF RECORDS

The Superintendent shall designate a Custodian of Records. The responsibilities of the Custodian of Records include but are not limited to:

(a) Managing the records management system for the Department, including the retention, archiving, release, and destruction of department public records.

(b) Maintaining and updating the department records retention schedule, including:

1. Identifying the minimum length of time the Department must keep records.
2. Identifying the department division responsible for the original record.

(c) Establishing rules regarding the inspection and copying of department public records as reasonably necessary for the protection of such records.

(d) Identifying records or portions of records that are confidential under state or federal law and not open for inspection or copying.

(e) Establishing rules regarding the processing of subpoenas for the production of records.

(f) Ensuring the availability of a current schedule of fees for public records as allowed by law.

(g) Ensuring that the business hours for record inspection or copying are posted on the department's website and made known by other means designed to provide the public with notice (RCW 42.56.090).

(h) Ensuring that the name and contact information of the Public Records Officer is visible to the public, including the department website and appropriate department publications (RCW 42.56.580).

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207.7 SUBPOENAS AND DISCOVERY REQUESTS

Any member who receives a subpoena duces tecum or discovery request for records should promptly contact a supervisor and the Custodian of Records for review and processing. While a subpoena duces tecum may ultimately be subject to compliance, it is not an order from the court that will automatically require the release of the requested information.

Generally, discovery requests and subpoenas from criminal defendants and their authorized representatives (including attorneys) should be referred to the County Prosecutor, County Attorney, or the courts.

All questions regarding compliance with any subpoena or subpoena duces tecum should be promptly referred to legal counsel for the Department so that a timely response can be prepared.

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Research Involving Inmates

208.1 PURPOSE AND SCOPE

The purpose of this policy is to establish safeguards and guidelines to protect inmates from being used as research subjects in medical and other research experiments based only on their status as inmates and without proper approval, review or informed consent.

208.2 POLICY

The Ferry County Sheriff's Office will conduct and support research that improves operations, enhances professional knowledge, decreases recidivism and advances the department’s mission in accordance with existing laws and with appropriate protection of all inmates. However, the use of inmates for medical, pharmaceutical or cosmetic experiments is prohibited.

208.3 AUTHORIZATION REQUIREMENTS

Prior to initiating any approved research, all persons conducting research in this facility must agree to abide by all department policies relating to the security and confidentiality of inmate files. Based upon the intended use of the research, guidelines will be established regarding what information shall be accessible to the researcher or the research organization.

Any requests for an exception shall include a response to the following questions as part of the proposed research project:

- Who is conducting the research?
- What is the purpose of the research?
- What is the methodology?
- Do the researchers or persons advocating research involving the use of inmates have an understanding of their ethical responsibilities, including considerations for the establishment of an Institutional Review Board (IRB), as described in 45 CFR 46.301 et seq.?
- Any other information as deemed appropriate by the Superintendent.

Inquiries regarding proposed research projects from local, state and federal executive and legislative bodies/agencies will be brought to the attention of the Superintendent immediately by the employee who receives the request. At the direction of the Superintendent, an appropriate and timely response will be made to each legitimate inquiry.

Research or studies involving more than the information identified as public information may require signed release/waiver forms from the involved inmates. The Superintendent should consult and seek guidance from the legal counsel serving the Department or other legal expert in these matters.

Inmates are not precluded from individual treatment based on the need for a specific medical procedure that is not generally available. An inmate’s treatment with a new medical procedure by the inmate’s own physician shall be undertaken only after the inmate has received a full

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explanation of the positive and negative features of the treatment, and only with the inmate's informed consent.

208.4 LEGAL CONSIDERATIONS

Any research conducted or supported by the United States Department of Health and Human Services will be required to comply with the provisions of 45 CFR 46.301 et seq.

208.5 INMATES IN COMMUNITY-BASED RESEARCH

When inmates who are participants in a community-based research protocol are admitted to the facility, the following shall occur:

(a) The intake nurse shall collect all relevant data including name and contact information of the treating physician, and all available detail about the treatment regimen and the condition being treated.

(b) The responsible physician shall be contacted prior to the initiation of treatment.

(c) Consultation with community researchers shall be made by the responsible physician to determine the intent of the study and any necessary parameters to measure as the treatment period progresses.

(d) Necessary information shall be obtained so that withdrawal from the research protocol is done without harming the health of the inmate.

208.6 HUMAN RESEARCH STUDIES

This department does not endorse enrolling inmates into human research studies. Requests to enroll inmates in human research studies will not ordinarily be approved. However, any request to enroll an inmate into such a study must be reviewed by the Superintendent, the Responsible Physician and legal counsel, and authorization provided prior to enrollment. Any authorized enrollments shall comply with all state and federal guidelines.

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Inmate Records

209.1 PURPOSE AND SCOPE

This policy establishes the procedures required to create and maintain accurate records of all persons booked and confined in this facility.

209.2 POLICY

It is the policy of this department that all records shall be complete and comprehensive, resulting in reliable data that provides information about each inmate’s period of confinement, as well as histories of previous confinement in this facility. All inmate records are official department documents and should be used for official business only. Inmate records are a vital component of the criminal justice system and should only be released to authorized persons.

209.2.1 RECORD MAINTENANCE

It shall be the responsibility of the Records Department to maintain the following records on all persons who have been committed or assigned to this facility, including, but not limited to, the following:

- Information gathered during the admission process as provided in the Inmate Reception Policy
- Photographs and fingerprints cross referenced to the booking number
- Duration of confinement
- Court-generated background information
- Cash and property receipts
- Classification records, including inmate classification levels and housing restrictions
- Housing history records
- Reports of disciplinary events and dispositions
- Grievances and dispositions
- Reports of incidents or crimes committed during confinement
- Request forms
- Special visit forms
- Court appearances, documents and the disposition of hearings
- Work assignments
- Program participation
- Visitation records
- Telephone records

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- Medical, dental, mental health, drug and alcohol screenings, assessments, treatments, medications

The inmate records shall be identified and separated according to a format developed and approved by the Superintendent or the authorized designee.

209.2.2 RELEASE OF INMATE RECORDS
Inmate records are confidential and shall be used for official business only. Any release of inmate records shall be made only in compliance with a lawful court order or as authorized by state and federal law to persons having a legitimate criminal justice need, or with a consent form signed by the inmate (RCW 70.48.100). A copy of the release authorization document shall be maintained in the inmate record file.

209.2.3 ELECTRONIC RECORD MAINTENANCE
All inmate records and data maintained in an electronic format shall be accessible only through a login/password-protected system capable of documenting by name, date and time any person who has accessed the information. The Superintendent shall be responsible for working with the information technology personnel to ensure the security of the data and to develop and maintain a copy of the security plan.

209.2.4 RECORDS RETENTION
Inmate records shall be maintained consistent with the established records retention schedule.

209.3 INFORMATION SHARING REGARDING IMMIGRATION STATUS

No member of this department will prohibit, or in any way restrict, another member from doing any of the following regarding the citizenship or immigration status, lawful or unlawful, of any individual (8 USC § 1373):

(a) Sending information to, or requesting or receiving such information from federal immigration officials

(b) Maintaining such information in department records

(c) Exchanging such information with any other federal, state, or local government entity

209.3.1 NON-DISCLOSURE OF PERSONAL INFORMATION
Members shall not disclose to a federal immigration official who is investigating a non-criminal matter, nonpublic personal information about an inmate except as required by state or federal law (RCW 10.93.160).

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Report Preparation

210.1 PURPOSE AND SCOPE

Report preparation is a major part of each Correctional Deputy’s job. The purpose of these reports is to document incidents at the facility, refresh the Correctional Deputy’s memory and provide sufficient information for a follow-up investigation and successful prosecution or a disciplinary proceeding. Report writing is the subject of substantial formal and on-the--job training.

210.2 POLICY

It is the policy of the Ferry County Sheriff's Office that members shall act with promptness and efficiency in the preparation and processing of all reports.

210.3 REPORT PREPARATION

Employees should ensure that reports are sufficiently detailed for their purpose and free from errors prior to submission. Reports shall be prepared by the staff assigned to investigate or document an incident, approved by a Sergeant, and submitted to the Superintendent or the authorized designee in a timely manner. Reports related to any incident resulting in death, serious injury, or endangerment to staff, inmates, or a visitor; an escape; a major disturbance; a facility emergency; or an unsafe condition at the facility shall be submitted to the Superintendent as soon as practicable but within 24 hours of the incident. It is the responsibility of the assigned employee to ensure that all the above-listed reports meet this requirement or that supervisory approval has been obtained to delay the report. The Sergeant must determine whether the report will be available in time for appropriate action to be taken, such as administrative notifications or resolution, investigative leads, or an inmate disciplinary proceeding.

Handwritten reports must be prepared legibly. If the report is not prepared legibly, the employee shall be required by the reviewing Sergeant to promptly correct the report. Employees who dictate reports by any means shall use appropriate grammar, as content is not the responsibility of the typist. Employees who generate reports on computers are subject to all requirements of this policy.

All reports shall accurately reflect the identity of the persons involved, all pertinent information seen, heard, or assimilated by any other sense, and any actions taken. Employees shall not suppress, conceal, or distort the facts of any reported incident, nor shall any employee make a false report orally or in writing. Generally, the reporting employee’s opinions should not be included in reports unless specifically identified as such.

210.4 REQUIRED REPORTING

Written reports are required in all of the following situations on the appropriate department-approved form unless otherwise approved by a Sergeant.

210.4.1 CRIMINAL ACTIVITY REPORTING

When an employee responds to an incident, or as a result of selfinitiated activity, and becomes aware of any activity where a crime has occurred, the employee is required to document the activity. The fact that a victim is not desirous of prosecution is not an exception to documentation.

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210.4.2 INCIDENT REPORTING

Incident reports generally serve as an in-house notation of occurrences in the facility and to initiate, document and support the inmate disciplinary process. The Department shall establish a filing system that differentiates between incident reports, crime reports, and disciplinary actions. This policy does not require the duplication of information on two different forms. Where both exist, cross-referencing facilitates retrieval of one or both.

Incidents that shall be documented using the appropriate approved report include:

(a) Non-criminal incidents of rule violations by inmates.

(b) Attempted suicide or suicidal ideation on the part of an inmate.

(c) Non-criminal breaches of security or evidence of an escape attempt.

(d) Non-criminal security threats, including intelligence related to jail activities.

(e) Significant incidents related to medical issues, health, or safety in the jail.

(f) Discovery of contraband in the possession of inmates or their housing areas.

(g) Detaining or handcuffing any visitor at the facility.

(h) Traffic collisions involving department vehicles.

(i) Risk management incidents, including injuries to inmates and lost or damaged property.

(j) Accidental injuries of staff, inmates, or the public.

(k) Unusual occurrences.

210.4.3 DEATHS

All deaths shall be investigated and a report completed by a qualified investigating Correctional Deputy to determine the manner of death and to gather information, including statements of inmates and staff who were in the area at the time the death occurred.

Reporting of deaths will be handled in accordance with the Reporting In-Custody Deaths Policy.

210.4.4 INJURY OR DAMAGE BY DEPARTMENT PERSONNEL

Reports shall be taken if an injury occurs that is a result of an act of an employee. Reports shall be taken involving damage to department property or equipment.

210.4.5 USE OF FORCE

Reports related to the use of force shall be made in accordance with the Use of Force Policy.

210.5 GENERAL POLICY OF EXPEDITIOUS REPORTING

In general, all employees and Sergeants shall act with promptness and efficiency in the preparation and processing of all reports. Incomplete reports, unorganized reports, or reports delayed without supervisory approval are not acceptable. Reports shall be processed according to established priorities or according to special priority necessary under exceptional circumstances.

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210.5.1 GENERAL POLICY OF HANDWRITTEN REPORTS
Some incidents and report forms lend themselves to block print rather than typing. In general, the narrative portion of those reports in which there is a long narrative should be typed or dictated.

Sergeants may require, with the foregoing general policy in mind, block printing or typing of reports of any nature for department consistency.

210.5.2 GENERAL USE OF OTHER HANDWRITTEN FORMS
County, state and federal agency forms may be block printed as appropriate. In general, the form itself may make the requirement for typing apparent.

210.6 REPORT CORRECTIONS

Sergeants shall review reports for content and accuracy. If a correction is necessary, the reviewing Sergeant should return it to the reporting employee for correction as soon as practicable. It shall be the responsibility of the originating employee to ensure that any report returned for correction is processed in a timely manner. It shall be the responsibility of the Sergeant rejecting the report to follow up on any report corrections not received in a timely manner.

210.7 REPORT CHANGES OR ALTERATIONS

Reports that have been approved by a Sergeant and submitted to the Records Department for filing and distribution shall not be modified or altered except by way of a supplemental report. Reviewed reports that have not yet been submitted to the Records Department may be corrected or modified by the authoring employee only with the knowledge and authorization of the reviewing Sergeant. Reviewing Sergeants should not alter reports. When modifications are required, these should be the responsibility of the authoring employee.

210.8 ELECTRONIC SIGNATURES

The Department has established an electronic signature procedure for use by all employees. The Superintendent or the authorized designee shall be responsible for maintaining the electronic signature system and ensuring that each employee creates a unique, confidential password for his/her electronic signature.

(a) Employees may only use their electronic signature for official reports or other official communications.

(b) Each employee shall be responsible for the security and use of his/her electronic signature and shall promptly notify a supervisor if the electronic signature has or may have been compromised or misused.

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Key and Electronic Access Device Control

211.1 PURPOSE AND SCOPE

The control and accountability of facility keys and electronic access devices are vital factors in maintaining a safe and secure environment for inmates, staff, volunteers, contractors and the public. This policy outlines the methods that the Department will use in maintaining strict security of its keys and electronic access devices. For ease of reference, the term “key” as used in this policy includes all physical means of access to or exit from the secure areas of the facility.

211.2 POLICY

It is the policy of this department that all keys used to access secure areas of the facility or to exit the secure areas of the facility are strictly controlled. Employees and supervisors will be held accountable for the security and safety of the facility. All key control activities shall be accurately documented on a daily basis.

211.2.1 KEY IDENTIFICATION

All keys that open any doors within the facility shall be marked with unique identification codes that will allow for quick inventory. Keys that are bundled together as a set shall be numbered or coded with a tag to identify that set and the number of keys on the ring. The identifying numbers or code on keys shall not correspond to numbers/codes on locks.

A separate secure document identifying all keys will be maintained by the central control supervisor.

211.2.2 KEYSET CONTENTS

Keysets issued to staff for use within the secure perimeter of the facility shall not contain any key that would permit access to areas outside the secure perimeter. The armory key shall not be permitted inside the secure perimeter. Exterior door keys shall not be permitted inside the facility except during an emergency requiring access to the exterior doors.

211.2.3 KEY CONTROL

All facility keys shall be maintained in a locked key box within the Central Control room. This room shall have controlled access for staff only. Each person assigned to the facility shall be issued key tags bearing his/her employee number. Keysets will be exchanged for key tags to maintain a record of which employee has which set. At the end of a shift, employees shall exchange all keys for their key tags.

Under no circumstances shall an employee pass a key or keyset to another employee. All keys must be checked out through the control process. Employees shall not possess any key for which they have not been authorized.

Employees shall not duplicate, mark, alter or manufacture any key without written authorization from the Superintendent or the authorized designee.

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Sergeants shall, at the beginning and end of their respective shifts, inventory the key box and its contents. All keys must be accounted for before the Sergeant may end his/her shift.

Under no circumstances will security keys be made available to inmates regardless of their status.

211.2.4 LOCK POLICY

All security perimeter entrances, Central Control doors and cell doors shall be kept locked, except when used for admission or exit of employees, inmates or visitors, and in an emergency. Operators of sallyports shall ensure that only one of the doors of a sallyport is opened at any time for entry or exit purposes, except where the entry or exit of emergency personnel requires the operator to override the doors and allow for rapid entry or exit. Each time the override function is engaged, the officer must submit a written report to the on-duty Sergeant prior to the end of his/her shift.

211.2.5 TESTING

Locks to security doors or gates shall be tested for proper function at least weekly to ensure proper operation. This testing shall be documented and a weekly report forwarded to the Superintendent.

211.2.6 EXTERIOR DOOR AND ARMORY KEYS

Keys for exterior doors to the facility and the armory shall be kept in a locked cabinet in a secure location, outside of the facility’s secure perimeter. Sergeants shall, at the beginning and end of their respective shifts, inventory and account for these keys.

211.2.7 MISSING KEYS

Any staff member who discovers that a key or keyset is missing shall immediately make a verbal report to a Sergeant and shall prepare a written incident report as directed by the Sergeant. The Sergeant shall immediately initiate a search for the missing key. If a reasonable effort to locate the key fails, the Sergeant shall order a lockdown of the facility. All inmates shall be locked in their cells/housing units. Inmates shall not be allowed to pass into or out of the facility without being thoroughly searched for the missing key. The Sergeant shall, as soon as practicable, notify the Superintendent regarding the loss of the key, when it was discovered and the circumstances involved.

A methodical and thorough search of the entire facility will be made by the on-duty staff. Additional staff may be called to assist with the search. If, after a thorough search, the key or keyset is not located, the Superintendent will determine whether to re-key any locks that may have been compromised, and whether this should be done immediately.

The Sergeant shall initiate an investigation into the disappearance of the keys to reexamine the procedures for key control, and shall notify the Superintendent of his/her findings. Based upon the findings of the investigation and any recommendations, the procedures governing this policy may be amended.

211.2.8 DAMAGED KEYS OR LOCKS

Damaged keys or locks shall be promptly reported to a Sergeant. No part of a broken key shall be left in the lock. All portions of the damaged key must be turned in to the Sergeant, who will

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ensure duplicate keys are provided as needed. Damaged locks shall be replaced or repaired as soon as practicable. Appropriate security measures shall be taken until such time as the lock is properly restored. No lock to a security door or gate shall be permitted to be inoperable or left in an unsuitable condition. No inmate shall be secured in a cell, detention room or area that has inoperable locks.

211.3 KEY CONTROL RECORDS

A shift roster will be maintained for the accounting and security of all keysets. Each shift is responsible for reporting any key malfunctions or missing keysets. Key control measures shall be documented by the control room staff on logs and forms, and the records retained in accordance with established records retention schedules.

211.4 ELECTRONIC ACCESS DEVICES

Proximity cards, fobs or other devices may be issued to staff to allow access to restricted or controlled areas of the facility. In the event of a lost or stolen device, an employee shall notify his/her Sergeant as soon as it is known the device is missing. The device shall be immediately deactivated to prevent unauthorized use.

211.5 EMERGENCY KEY SET

At least one key set containing every key for the facility shall be kept separate from all other key sets in a secure location and made quickly accessible only to the Superintendent, Sergeant, supervisor or the authorized designee in the event of an emergency.

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Daily Activity Logs and Shift Reports

212.1 PURPOSE AND SCOPE

Accurate and legible records are vital to the management of the facility. They provide a means for managers to review events and emergency situations that have occurred within the facility.

This policy provides guidance for creating and maintaining accurate and legible records necessary for the management of the facility.

212.2 POLICY

This policy establishes the requirement for the preparation, maintenance and retention of permanent logs and shift reports to provide a record of both routine activities and unusual events such as emergencies or other notable occurrences.

212.3 PROCEDURES

All members assigned to a security post shall prepare an accurate daily activity log and shift report. The daily activity log and shift report is a permanent record of daily activities. Members who falsify any official document may be subject to disciplinary action, up to and including termination.

All members will adhere to the following procedures when preparing a daily activity log or shift report:

(a) Black ink pen shall be used, unless entries are logged into an electronic record.

(b) Entries should be legible and provide sufficient detail to ensure that the log entry or report properly reflects the events of the day.

(c) Entries shall include the name and badge number of the individual making the entry.

(d) Entries shall reflect the date and time of the event logged.

(e) Entries created and stored electronically shall not be modified. If corrections or changes become necessary, they shall be done by way of a supplemental entry, leaving the original entry unaltered and retrievable.

(f) Handwritten log entries requiring modification shall be crossed out with one line and a new entry made, noting that it is a correction.

212.4 SHIFT ACTIVITY LOG

All pertinent activities should be documented in the daily activity log. At a minimum this includes:

- Personnel on-duty
- Bookings and releases
- Formal counts
- Safety checks, security checks and inspections and routine activities
- All searches/shakedowns

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- Inmate movement within the facility and inmates received at a housing assignment
- Meal service
- Professional visits to the housing units, including maintenance work and tours
- Alarms and security equipment tests
- Medication delivery, sick call or inmate complaint of illness or injury and the action taken
- Locking and unlocking of inmate cells
- Disciplinary actions
- Sergeant rounds to the housing area and/or to specific inmates
- Unusual inmate behavior
- Discovered contraband
- Activities and programs offered and the attendees
- Unusual occurrences
- Use of emergency equipment
- Any use of force
- Sanitation inspections
- Key counts

The daily activity log will be retained in accordance with the Secretary of State records retention schedule and the Department records retention schedule (WAC 44-14-03005).

212.5 SHIFT REPORT

Each member assigned to a security post, as well as the Sergeant, shall prepare a shift report for the oncoming staff. This report shall include the following:

- The formal inmate count at the beginning and end of each shift
- Key count and exchange
- Money count (at whatever post money is handled)
- Exchange of security equipment (e.g., duress alarm, radio)
- The time the Sergeant made rounds
- Information that would assist the oncoming staff
- Unusual occurrences

The shift report will be retained in accordance with the Secretary of State records retention schedule and the Department records retention schedule (WAC 44-14-03005).

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212.6 SUPERVISOR RESPONSIBILITIES

Sergeants shall review the daily activity log and shift report during the course of each shift. Sergeants shall sign and include the date and time of review on each log or report. When appropriate, Sergeants should include comments in the logbook with regard to an incident or unusual occurrence in the facility.

Whenever a major event in the facility requires a coordinated command response, the Incident Commander (IC) should designate someone to keep a running log that identifies, at a minimum, the following:

- Date and time the incident began
- Specific location of the incident
- Times of significant response measures taken during the incident
- Name, identification number and time of arrival of personnel on-scene
- Orders issued by the IC
- Significant events that occurred as a result of the incident

The above information should remain available to the IC throughout the event to assist with ongoing response planning.

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Personnel Records

213.1 PURPOSE AND SCOPE

This policy governs the maintenance, retention and access to the personnel files of employees in accordance with established law. The personnel records of all employees contain confidential information and shall not be released or information disclosed from them except as prescribed below. This policy applies to all past and current personnel (RCW 42.56.230).

213.1.1 PERSONNEL FILES DEFINED

Personnel records - Any file maintained under an individual's name by his/her employing agency and containing records relating to any of the following:

(a) Personal data, including marital status, family members, educational and employment history, home address, or similar information

(b) Medical or psychological history

(c) Election of employee benefits or affiliations

(d) Employee advancement, appraisal, discipline, training, or employee performance reports

(e) Complaints or investigation of complaints against the employee alleging misconduct or performance deficiencies, whether filed by a citizen or another agency or department

(f) Any dispositions of such complaints

(g) Any other information, the disclosure of which would constitute an unwarranted invasion of personal privacy

213.2 PERSONNEL RECORD LOCATIONS

Employee records will generally be maintained in any of the following:

Department file - That file which is maintained in the office of the Superintendent as a permanent record of an employee's service with this department or:

- Any file that is separately maintained internally by an employee's supervisor for the purpose of completing timely performance evaluations. or

- Any written comment, excluding actual performance evaluations, made by a Sergeant concerning the conduct of an employee of this department. or

- Any file that documents the training records of an employee. or

- Those files that contain complaints of employee misconduct and all materials relating to an investigation into such allegations, regardless of disposition.

Medical files - The file that contains only medical information relating to an employee's ability to perform the essential functions of his/her job or other health-related matters. This file is maintained separately from any other files.

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Pre-employment personnel files, including background information, psychological evaluations, and polygraph results, will also be maintained in the office of the Superintendent or his/her designee or by the Department of Human Resources. Such files shall be kept separately from other personnel files.

213.3 REQUESTS FOR DISCLOSURE OF PERSONNEL FILES

Requests for the disclosure of any information contained in any personnel record may be made by mail, email, fax, orally, or in person. Since the format of such requests may be strictly governed by law with specific responses required, all such requests shall be promptly brought to the attention of the Superintendent or other person charged with the maintenance of such records (WAC 44-14-03006).

The responsible person shall further ensure that an appropriate response to the request is made in a timely manner, in accordance with applicable law. In many cases this will require assistance of legal counsel, as the disclosure of personnel, medical, and similar files can constitute an unwarranted invasion of personal privacy or be subject to other protections.

All requests for disclosure that result in access to an employee's personnel file shall be logged in the corresponding file.

213.3.1 REQUESTS FOR DISCLOSURE OF FORMER EMPLOYEE FILES

Members receiving requests for information from another agency regarding allegations of sexual abuse or sexual harassment involving a former employee should work with counsel to ensure compliance with Prison Rape Elimination Act (PREA) requirements (28 CFR 115.17).

213.3.2 NOTICE TO MEMBER

Upon receipt of a request for information located exclusively in a member's personnel records, the custodian of records is responsible for providing notice to the member, the union representing the member, and to the requestor, that includes (RCW 42.56.250):

(a) The date of the request.

(b) The nature of the requested record relating to the member.

(c) That information in the record will be released if not exempt from disclosure at least 10 days from the date the notice is made.

(d) That the member may seek to enjoin release of the records under RCW 42.56.540 (court protection of public records).

213.3.3 SUBPOENAS

Personnel files may be subpoenaed by a third party. If employment records are subpoenaed under state authority the employee may be notified and has the right to object to production of the records under certain circumstances.

Any subpoena duces tecum should be promptly provided to a supervisor for review and processing. While a subpoena duces tecum may ultimately be subject to compliance it is not an order from the court that will automatically require the release of the requested information.

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All questions regarding compliance with any subpoena or subpoena duces tecum should be promptly referred to legal counsel for the Department so that a timely response can be prepared.

213.3.4 RELEASE OF CONFIDENTIAL INFORMATION

Except as provided by this policy or pursuant to lawful process, information contained in any personnel file shall not be disclosed to any unauthorized person without the prior written consent of the involved employee, written authorization of the Superintendent or the authorized designee, or unless otherwise required by law.

Any person who willfully, maliciously, and with the intent to obstruct justice or the due administration of the laws, publishes, disseminates or otherwise discloses confidential personnel information without legal authority may be subject to prosecution and disciplinary action.

213.4 EMPLOYEE ACCESS TO OWN FILE

Any employee may request access to their own personnel file annually during normal business hours of those responsible for maintaining such files. The Department shall provide a copy of the record to the member no later than 21 calendar days after the request (RCW 49.12.240; RCW 49.12.250).

A member may annually request that all information contained in their personnel file subject to disclosure be reviewed by the Department for any irrelevant or erroneous information. Any employee seeking the removal of any item from their personnel file shall file a written request to the Superintendent through the chain of command. The Department may thereafter remove any such item if appropriate, or within 30 days provide the employee with a written explanation as to why the contested item will not be removed. If the contested item is not removed, the employee's request and the department's written response shall be retained with the contested item in the employee's personnel file (RCW 49.12.250).

Employees may be restricted from accessing the following:

(a) Records of an employee relating to the investigation of a possible criminal offense (RCW 49.12.260).

(b) Records of an employee compiled in preparation for an impending lawsuit that would not be available to another party under the rules of pretrial discovery for causes pending in the superior courts (RCW 49.12.260).

(c) Records relating to an ongoing internal affairs investigation or disciplinary action to the extent that release could jeopardize or compromise the investigation or action pending final disposition (RCW 49.12.240(2)).

Employees, former employees, and job applicants, upon request, may receive a copy of any instrument the person signed that is related to their application or employment.

213.5 TYPES OF PERSONNEL FILES

Employee personnel files can be located in any of the following places.

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213.5.1 DEPARTMENT FILE

The Department file should contain but is not limited to the following:

(a) Performance evaluation reports annually completed by the appropriate supervisors and signed by the affected employee shall be permanently maintained.

(b) Records of all training (original or photocopies of available certificates, transcripts, diplomas, and other documentation) and education:

1. It shall be the responsibility of the involved employee to provide the Training Officer or immediate supervisor with evidence of completed training/education in a timely manner.

2. The Training Officer or supervisor shall ensure that copies of such training records are placed in the employee's department file.

(c) Disciplinary action:

1. Disciplinary action resulting from sustained internally initiated complaints or observation of misconduct shall be maintained in the individual employee's department file at least three years.

2. Investigations of complaints that result in a finding of not-sustained, unfounded, or exonerated shall not be placed in the employee's department file, but will be separately maintained for the appropriate retention period in the internal affairs file.

(d) Adverse comments, such as supervisor log entries, may be retained in the department file or division file, after the employee has had the opportunity to read and initial the comment, for a period up to two years.

1. Any such employee response shall be attached to and retained with the original adverse comment.

2. If an employee refuses to initial or sign an adverse comment, at least one supervisor should note the date and time of such refusal on the original comment. Such a refusal, however, shall not be deemed insubordination nor shall it prohibit the entry of the adverse comment into the employee's file.

(e) Commendations shall be retained in the employee's department file, with a copy provided to the employee.

(f) Personnel action reports reflecting assignments, promotions, and other changes in the employee's employment status shall be maintained in the department file.

213.5.2 SHERIFF'S OFFICE FILE

Internal affairs files shall be maintained under the exclusive control of the Sheriff's Office in conjunction with the office of the Superintendent. Access to these files may only be approved by the Superintendent or the Sergeant of the Sheriff's Office. These files shall contain:

(a) The complete investigation of all formal complaints of employee misconduct, regardless of disposition.

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1. Each investigation file shall be sequentially numbered within a calendar year (e.g., yy-001, yy-002).
2. Investigation files arising from a complaint regarding any employee shall be maintained no less than two years.

(b) Investigations that result in other than a sustained finding shall be maintained for the minimum statutory period but may not be used by the Department to adversely affect an employee's career.

213.5.3 MEDICAL FILE

A medical file shall be maintained separately from all other files and shall contain all documents relating to the employee's medical condition and history, including, but not limited to:

(a) Materials relating to medical leaves of absence.

(b) Documents relating to workers' compensation claims or receipt of short- or long-term disability benefits.

(c) Fitness-for-duty examinations, psychological and physical examinations, follow-up inquiries and related documents.

(d) Medical release forms, doctor's slips and attendance records that reveal an employee's medical condition.

(e) Any other documents or material that reveals the employee's medical history or medical condition, including past, present, or potential psychological or physical limitations.

213.6 PURGING OF FILES

All disciplinary files and investigations of complaints not pending litigation or other ongoing legal proceedings may be purged no sooner than two years from the underlying complaint date.

(a) Each Sergeant responsible for completing the employee's performance evaluation shall also determine whether any prior sustained disciplinary file should be retained beyond the statutory period for reasons other than pending litigation or other ongoing legal proceedings.

(b) If a Sergeant determines that records of prior discipline should be retained beyond the applicable statutory period, approval for such retention shall be obtained through the chain of command from the Superintendent.

(c) During the preparation of each employee's performance evaluation, all complaints and discipline should be reviewed to determine the relevancy, if any, to progressive discipline, training, and career development. If, in the opinion of the Superintendent, a complaint or disciplinary action beyond the statutory retention period is no longer relevant, all records of such matter may be destroyed pursuant to resolution.

213.7 BRADY MATERIAL IN PERSONNELFILES

The purpose of this section is to establish a procedure for releasing potentially exculpatory information (*Brady* material) contained within personnel files.

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If an employee is a material witness in a criminal case, a person or persons designated by the Superintendent may examine the subject Correctional Deputy's personnel file to determine whether it contains *Brady* material.

Brady material includes all material evidence and facts that are reasonably believed to be exculpatory to any individual in a case (to impeach a witness, for example). Evidence or facts are considered material if there is a reasonable probability that they may affect the result of any criminal proceeding, including sentencing. If potential Brady material is located, the prosecuting attorney shall be notified.

Because a determination of what is or is not Brady material will often require legal or even judicial review, any questions should be resolved by the prosecuting attorney.

Prior to the release of any materials pursuant to this process, the custodian of records should request a protective order from the court limiting the use of such materials to the involved case and requiring the return of all copies upon completion of the case.

213.8 CONFIDENTIALITY OF ALL PERSONNEL FILES

In general, unless expressly stated by statutory exception, personnel files are subject to public disclosure. To the extent possible, all personnel records, whether or not subject to public disclosure, should be maintained as private records. Access to personnel files should be limited to only those local government employees who are needed to maintain the files and those who have a legitimate need for access or legal right to access. All of the personnel records listed in PERSONNEL RECORD LOCATIONS shall be deemed private, and access to such files will be limited to only those Department or county employees who are needed to maintain the files and those who have a legitimate need for access. Nothing in this section is intended to preclude review of personnel files by the County Executive, County Attorney, or other attorneys or representatives of the county in connection with official business.

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Employee Compensation

214.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process for reviewing compensation and benefit levels for all facility personnel when a labor organization process, Memorandum of Understanding (MOU) or other methodology does not exist. The goal of a compensation and benefit package should be to establish competitive salary and benefits to ensure the ability to recruit, hire and retain qualified staff.

214.2 POLICY

It shall be the policy of this department to strive for parity of compensation and benefits with similar occupational groups in the state or region, whenever fiscal conditions permit, to ensure the ability to recruit, hire and retain qualified staff. Compensation and benefits for Correctional Deputies should be equal to those for law enforcement officers working in the same organization or at the same level of government.

All compensation actions shall be in accordance with civil service rules, labor codes and MOUs for pay and benefits, and subject to fiscal conditions (RCW 41.14.150).

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Administrative and Supervisory Inspections

215.1 PURPOSE AND SCOPE

The purpose of this policy is to establish both regularly scheduled and unannounced inspections of the facility's living and activity areas. This is to encourage contact with staff and inmates and to observe inmate living and working conditions. Inspections may be useful in identifying deficiencies, which can be corrected, as well as processes working properly, which may be replicated elsewhere in the facility.

215.2 POLICY

Tours and inspections shall be conducted by administrative and supervisory staff throughout the jail at least weekly to facilitate and encourage communication among administrators, managers, supervisors, staff employees, inmates and the visiting public.

215.3 INSPECTIONS

The Superintendent is responsible for ensuring that scheduled and unscheduled inspections, visits and contacts are implemented to minimally include:

(a) The general conditions and overall climate of the facility.

(b) The living and working conditions of inmates.

(c) Communication between administrators, Sergeants, staff, inmates, and the visiting public.

(d) Compliance with policies.

(e) Safety, security and sanitation concerns.

(f) Inmate concerns.

(g) Meal services.

215.3.1 AREAS TO BE INSPECTED

Sergeant inspections should occur in all occupied areas of the facility on a daily basis, including weekends and holidays. Inspections should be conducted randomly and special effort should be given to tour and informally inspect the following areas:

- Inmate housing areas
- Booking and receiving areas, including holding cells
- Exercise yard and recreation areas
- Visiting and program areas
- Medical and dental service areas
- Vocational work areas, e.g., the kitchen, janitorial closets
- Sallyports and transportation staging areas

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215.4 INSPECTIONS OF SECURITY EQUIPMENT

The Superintendent shall be responsible for designating a qualified person to conduct weekly inspections of all security devices, identifying those in need of repair or maintenance and providing a written report of the results of the inspection. The Superintendent shall document all action taken to correct identified deficiencies, including maintenance records, and shall retain those records in accordance with established records retention schedules (WAC 44-14-03005).

215.5 DOCUMENTATION AND REPORTING

Each staff member conducting the inspection or tour shall document the activity in the appropriate station form or facility log. The log should include any significant findings that indicate remedial action or training may be needed. Significant issues of security or safety shall be addressed promptly. Commendable or successful actions that should be replicated elsewhere in the facility should also be noted in the log.

The Sergeant shall review the logs daily and ensure that any deficiencies noted are addressed or forwarded through the chain of command, as appropriate, and that commendable actions are also appropriately addressed.

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Perimeter Security

216.1 PURPOSE AND SCOPE

The purpose of this policy is to establish this facility's security perimeters, to ensure that incarcerated inmates remain inside the perimeter, and that visitor, vendor, volunteer, and employee access is granted only with proper authorization and through designated safety vestibules and sallyports. The secure perimeter of this facility will provide protection from the escape of persons being processed, held or housed, and will act as a defense against the entry of unauthorized persons. It shall also be maintained to prevent contraband from entering the secure areas of the facility.

216.2 POLICY

All entry points to the secure perimeter of the facility shall be monitored and controlled continuously by Central Control staff. The entire perimeter shall be inspected, maintained, monitored and continuously assessed to ensure its physical integrity and prevent unauthorized entry, inmate escape and contraband from entering the facility.

216.2.1 VISITORS

This facility shall be maintained as a secure area and no person shall enter any portion of the inner perimeter without specific authorization from the Superintendent or the authorized designee. All visitors shall be required to provide satisfactory identification, such as a valid state-issued driver license or identification card, valid passport or military identification. Visitors shall be required to sign in on the visitor log and state the reason for the visit. Visitors shall be escorted by one or more staff members at all times, while they are in the secure areas of the facility.

216.3 PROCEDURE

The secure perimeter shall be maintained by assigned staff as well as a contracted law enforcement agency. The Superintendent or the authorized designee shall ensure that a staffing plan is in place to monitor the secure perimeter of this facility. Suspicious activity at or near the perimeter shall immediately be reported to the Sergeant and Central Control. Central Control staff shall initiate an appropriate law enforcement response.

Individuals suspected to be in violation of any law may be subject to detention or arrest. Warrant checks should be conducted on all individuals who are on the property without proper authorization. Individuals found to be loitering on or around the perimeter of the facility will be stopped and questioned to determine the circumstances of their presence. They may be denied entrance into the facility.

Central Control staff shall identify all persons seeking to gain access to the secure perimeter of the facility. Persons delivering goods or services shall identify themselves to Central Control staff prior to being allowed access to the delivery area.

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Perimeter Security

Materials delivered to or transported from the facility's secure perimeter shall be inspected for contraband. Vendors making deliveries into the secure area of the facility will do so under the supervision of custody staff.

Keys to the secure perimeter shall be easily identifiable and issued only in emergency situations or with the authorization of the Superintendent.

Weapons lockers are provided outside all secure perimeter entrances. All weapons must be secured prior to an individual being allowed to enter the facility.

The sallyport and the secure garage are to be used for the transfer of inmates.

Operation of the sallyport doors will be done in such a manner as to effectively control movement into and out of the secure perimeter of this facility. Central Control staff are responsible for ensuring all perimeter surveillance equipment is in good working order and shall immediately report malfunctions or failures to the on-duty supervisor.

Outer perimeter security may be accomplished by using fencing or another type of barrier. These barriers should be designed to route vehicular and pedestrian traffic away from non-public areas. Outer perimeter lighting should be designed to illuminate all areas of the exterior to allow visual inspection by video monitor or perimeter patrols.

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News Media Relations

218.1 PURPOSE AND SCOPE

This policy provides guidelines for media releases and media access to this facility's incidents and general public information.

218.2 POLICY

It is the policy of this department that the ultimate authority and responsibility for the release of information to the media shall remain with the Superintendent. However, in situations not warranting immediate notice to the Superintendent and in situations where the Sheriff has given prior approval, the designated Public Information Officer may prepare and release information to the media in accordance with this policy and applicable law.

218.2.1 MEDIA REQUEST

Any media request for information or access to this facility shall be referred to the designated Public Information Officer, or if unavailable, to the first available supervisor. Prior to releasing any information to the media, employees shall consider the following:

(a) At no time shall any employee of this department make any comment or release any official information to the media without prior approval from a Sergeant or the designated Public Information Officer.

(b) In any situation involving a law enforcement agency, reasonable efforts shall be made to coordinate media releases with the authorized representative of each involved agency prior to the release of any information by this department.

(c) Under no circumstance should any member of this department make any comment to the media regarding any law enforcement or corrections-related incident that does not involve this department without prior approval of the Superintendent or the authorized designee.

218.3 MEDIA ACCESS

Authorized members of the media shall be provided access to scenes of disasters, investigations, emergencies, and other law enforcement activities related to this facility, subject to the following conditions:

(a) The media representative shall produce valid press credentials that shall be prominently displayed at all times.

(b) Media representatives may be prevented from interfering with emergency operations and investigations.

1. In situations where media access would reasonably appear to interfere with the facility's security, emergency operations or an investigation, every reasonable effort should be made to provide media representatives with information regarding the incident in such a manner that does not compromise the safety and security of the inmates, staff or the facility itself. All information released to

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the media should be coordinated through the Public Information Officer or other designated spokesperson.

(c) No member of this department shall be subjected to media visits or interviews without the consent of the involved employee.

(d) Media interviews with individuals who are in custody shall not be permitted without the approval of the Superintendent and the express consent of the person in custody. The Sergeant shall obtain a signed waiver from the inmate prior to being interviewed, photographed, or videotaped.

218.3.1 PROVIDING ADVANCE INFORMATION

To protect the safety and rights of personnel working in this facility, advance information about planned actions by custody personnel, such as movement of persons in custody or the execution of a mass arrest in which field booking is arranged, should not be disclosed to the news media nor should media representatives be invited to be present at such actions except with the prior approval of the Superintendent.

Any exceptions to the above should only be considered for the furtherance of this facility's legitimate purposes. Prior to approving any exception, the Superintendent will consider, at minimum, whether the release of information or the presence of the media would unreasonably endanger any individual, prejudice the rights of any person or is otherwise prohibited by law.

218.4 SCOPE OF INFORMATION SUBJECT TO RELEASE

The Department will maintain a daily log of individuals who are currently in custody or were recently booked. Unless restricted by law and except to the extent that disclosure of a particular item of information would endanger the safety of a person involved in an investigation or would endanger the successful completion of the investigation or a related investigation, the following information on inmates and persons booked is considered public information and can be released upon request (RCW 70.48.100):

(a) The full name and occupation of the inmate

(b) The inmate's physical description, including date of birth

(c) Date and time of arrest

(d) Date and time of booking

(e) Location of arrest

(f) The factual circumstances surrounding the inmate's arrest

(g) All charges the inmate is being held on, including outstanding warrants, probation/ parole holds

(h) Amount of bail

(i) The time and manner of the inmate's release or the location where the inmate is currently being held

(j) Court appearance dates

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(k) Arresting agency

Information on this facility's policies and procedures regarding non-security related matters, (i.e., programs, facility rules and regulations, visitation, health care, religious services) can be released to the general public by any custody staff member. A copy of the applicable portions of this facility's policy and procedures manual can be made available for public review with the approval of the Superintendent.

Any information related to the safety, security and maintenance of order shall be redacted before being provided to the general public. Applicable regulations for the operation of a custody facility can be made available for review by the public and inmates. Inmates can request a copy through the inmate kites.

Information related to escapes, suicides or crimes occurring in this facility shall only be released with the approval of the Superintendent or the authorized designee.

Identifying information pertaining to a juvenile detainee shall not be publicly released without prior approval of a competent court, except as otherwise authorized by law. Information concerning incidents involving certain sex crimes and other offenses set forth in all applicable laws shall be restricted.

Identifying information concerning deceased individuals shall not be released to the media until notification of next of kin or until otherwise cleared by the coroner's/medical examiner's office or otherwise required by law.

218.4.1 RESTRICTED INFORMATION

It shall be the responsibility of the Superintendent or the authorized designee to ensure that restricted information is not inappropriately released to the media by this department. When in doubt, authorized and available legal counsel should be consulted.

Examples of such restricted information include, but are not limited to:

(a) Confidential personnel information concerning staff and volunteers of the Department.

1. The identities of custody personnel involved in major incidents may only be released to the media pursuant to consent of the involved personnel or upon a request processed in accordance with the public records act (RCW 42.56 et seq.).

(b) Criminal history information.

(c) Information that would tend to endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation.

(d) Information pertaining to pending litigation involving this department.

(e) Information obtained in confidence.

(f) Any information that is otherwise privileged or restricted under state or federal law.

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Community Relations and Public Information

219.1 PURPOSE AND SCOPE

This policy provides guidelines to custody personnel when dealing with the public or interested groups when requests are received to share information about the operations and policies of the facility.

219.2 RESPONSIBILITIES

The Superintendent is responsible for ensuring that the following information is public and available to all who inquire about it:

(a) Visitation schedule; this should include days and times visiting is allowed and how many visits inmates may receive, as well as reasons why visiting may be restricted

(b) Telephone and correspondence rules and availability to inmates

(c) A brief description of the education programs

(d) Facility rules and limits of discipline

(e) Access to personal care items for the indigent inmate

(f) Access to medical, mental health and dental care

(g) The process by which inmates are oriented to the facility

This information is to be made available at the facility's front desk and assembled into a binder or clearly posted for public viewing. Additionally, a copy should be made available in this facility's library or provided by other means for use by inmates. At the discretion of the Superintendent, the information may also be made available electronically. No information will be released on persons whose booking process is not completed.

219.3 PROHIBITED MATERIALS

Policies, procedures and other information and materials related to the safety and security of inmates, custody personnel, the facility or the maintenance of order should not be provided as a part of the public information material unless directed by the Superintendent.

219.4 TOURS OF THE CUSTODY FACILITY

Tours of this facility may be arranged through the Superintendent. Authorized tours are subject to facility rules and restrictions:

(a) Persons who tour this facility must be of an appropriate age as determined by the Superintendent.

(b) A short application form must be completed and a background check for warrants will be conducted before an applicant is approved to participate in a tour.

(c) An oath of confidentiality and acknowledgement of the provisions of the Washington Public Records Act.

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A record of all facility tours should be maintained in accordance with applicable retention requirements (WAC 44-14-03005).

219.5 CONTACTING THE CUSTODY FACILITY

This department provides 24-hour telephone service to the public for information. This informational number is public and the line is staffed by trained personnel during regular business hours.

219.6 POLICY

It is the policy of the Ferry County Sheriff's Office to protect the privacy rights of individuals while releasing non-confidential information to interested groups when requests are received. Information that has the potential to affect the safety and security of the Jail or an investigation will not be released.

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Victim Notification of Inmate Release

220.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure victims of crimes receive notice when an inmate held for those crimes is released, and that victims receive any other notification required by Washington law.

220.2 POLICY

It is the policy of this department to act in accordance with all laws regarding victim notification.

220.3 PROCEDURE

The Superintendent shall ensure that a system is in place for individuals to request release notification on any inmate housed in this facility.

Notification requests or requirements that are known during the booking process should be documented in the appropriate designated section of the inmate's booking file.

In the event that an individual contacts this facility and requests notification on any inmate housed in this facility, staff should notify a Sergeant, who will determine whether notifications are required or appropriate, and ensure the notification request and determination is documented in the inmate's file.

220.4 NOTIFICATION

Members tasked with the release of an inmate or investigating an escape shall verify whether there is a required release notification in the inmate’s file. A link is provided on the Ferry County webpage under inmate roster for VineLink.com or 1-866-277-7477. If VineLink is down, VineLink will inform the facility to notify victims until services are restored.

Members shall document notification efforts in the inmate’s file.

Unless ordered by the court or a supervisor, no victim information shall be provided to any inmate by any employee or volunteer of this facility. Any unauthorized access or release of victim information is a direct violation of victim confidentiality and applicable policies, and may subject the person releasing the information to disciplinary action, up to and including termination from employment and/or criminal prosecution.

220.4.1 REQUIRED NOTIFICATIONS

The Superintendent shall ensure that a system is in place to ensure release and other relevant information is entered into the automated victim information and notification system in a timely and accurate manner (RCW 36.28A.040). The Superintendent should ensure that staff who use the automated system receive proper training and that victims who wish to receive notices regarding an inmate’s release, classification change, or other information are appropriately instructed on the use of the system.

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Community Service

221.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for developing community service programs that are intended to provide work opportunities for inmates and needed services to the community.

221.2 POLICY

It is the policy of the Ferry County Sheriff's Office to promote community service programs that provide work opportunities for inmates and will support public works projects, such as maintenance to county roadways or parks. Activities that benefit individuals, businesses or other private entities that are not considered a public works project are prohibited.

221.3 PROGRAM GUIDELINES

Any community service program is subject to the approval of the Superintendent or the authorized designee.

Any such program shall be subject to the following guidelines:

(a) The program complies with all statutes, ordinances, regulations, labor agreements, permissions, or restrictions relating to inmates whenever they are assigned to public works and community service projects.

(b) There is an availability of inmates who, as a matter of classification, are deemed to be eligible for participation in the community service program.

(c) The number of work opportunities available in the community will determine the availability of opportunities to participate in the community service program.

(d) Staff assigned to manage the program should strive to develop work assignments that give inmates an opportunity to develop good work habits and attitudes that can be applied to jobs obtained after release.

(e) Victim and community input should be solicited and considered when developing community service programs.

(f) There shall be sufficient staff assigned to supervise inmate work crews.

(g) Inmates shall receive appropriate training for the work assignment and the use of any related tools or equipment.

(h) The inmate workday should approximate the typical workday in the community for the type of work being performed. The normal work hours should not exceed eight hours per shift and must include adequate break and meal time.

(i) Inmate performance while in the program should be regularly evaluated and recorded. Poor performance in the work program or violation of rules may render the inmate ineligible to participate in the work program. Any violation of work rules may result in disciplinary action that may include the loss of credits previously awarded for good behavior and work time. Inmates who do not comply with program rules, or for any reason cannot work, will be reclassified in accordance with the policies and procedures of the Ferry County Sheriff's Office.

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(j) The working conditions for any inmate must comply with all applicable federal, state or local work safety laws and regulations.

221.4 SELECTION PROCESS

Participation in any community service program is strictly voluntary. A classification process that clearly describes the criteria for program participation will be developed by the supervisor in charge of the program.

Any inmate desiring to participate in a community service program is subject to the following:

(a) The inmate must submit to a screening process, including a criminal history check, to ensure that his/her criminal history is compatible with work in non-secure areas.

(b) The inmate must agree in writing to participate in a community service program.

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Vehicle Safety

222.1 PURPOSE AND SCOPE

It is the policy of this department to maintain and operate the vehicles assigned to this facility in a lawful and safe manner. The Department utilizes department-owned motor vehicles for a variety of applications. To maintain a system of accountability and ensure that department-owned vehicles are used appropriately, regulations relating to the use of these vehicles have been established. The term “department-owned” as used in this section also refers to any vehicle leased or rented by the Department.

222.2 POLICY

The Ferry County Sheriff's Office provides vehicles for official business use and may assign take-home vehicles based on its determination of operational efficiency, economic impact to the Department, tactical deployments, and other considerations.

222.3 USE AND SECURITY OF DEPARTMENT VEHICLES

All staff members who operate department-owned or leased vehicles must comply with all applicable state laws and must possess a valid driver license endorsed for the type of vehicle operated.

A list of individuals who are authorized to drive department vehicles shall be maintained by the Superintendent. The list shall be updated monthly to ensure that only qualified personnel who are in possession of a current and appropriately endorsed operator’s license are on the list.

222.3.1 USE OF SEAT BELTS

The use of seat belts and other safety restraints significantly reduces the chance of death or injury in case of a traffic collision. This policy establishes guidelines for seat belt use to promote maximum operator and passenger safety, thus reducing the possibility of death or injury as the result of a motor vehicle collision. This policy will apply to all members operating or riding in department vehicles.

All members shall wear properly adjusted safety restraints when operating or riding in a seat equipped with restraints, in any vehicle owned, leased, or rented by this department, while on- or off-duty, or in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all other occupants, including non-members, are also properly restrained.

Exceptions to the requirement to wear safety restraints may be made only in exceptional situations where, due to unusual circumstances, wearing a seat belt would endanger the member or the public. Members must be prepared to justify any deviation from this requirement.

Whenever possible, inmates should be secured in a prisoner restraint system or, when a prisoner restraint system is not available, by seat belts. The inmate should be in the seating position for which seat belts have been provided by the vehicle manufacturer. The prisoner restraint system is not intended to be a substitute for handcuffs or other appendage restraints.

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No person shall operate a leased or department-owned vehicle in which the seat belt in the driver's position is inoperable. No person shall be transported in a seated position in which the seat belt is inoperable.

No person shall modify, remove, deactivate, or otherwise tamper with the vehicle safety belts, except for vehicle maintenance and repair staff who shall do so only with the express authorization of the Superintendent.

Members who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

222.3.2 VEHICLE SECURITY

Department vehicles will be locked and the keys will be secured when not in use. The staff will make every effort to ensure that the vehicles are parked in a secure location.

Under no circumstances will inmates be allowed to operate a vehicle or have possession of any vehicle keys. Inmate workers who are assigned to clean vehicles must be closely supervised by staff.

The loss of any vehicle key shall be promptly reported, in writing, to the on-duty supervisor.

222.4 VEHICLE INSPECTIONS

All department-owned vehicles are subject to inspection and or search at any time by a supervisor. No member assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or any of its contents, regardless of who owns the contents.

222.5 VEHICLE SAFETY REPAIRS

Anyone authorized to drive department vehicles is responsible for assisting in maintaining the vehicles so that they are properly equipped, maintained and refueled and present a clean appearance.

Anyone authorized to drive department vehicles is responsible for inspecting the interior and exterior of any assigned vehicle before placing the vehicle into service and again at the conclusion of his/her shift. Any previously unreported damage, mechanical problems, unauthorized contents or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.

Vehicles that are deemed as unsafe shall not be used until necessary repairs are made. The written request for repairs shall be submitted before the operator checks out a replacement vehicle. The Superintendent or the authorized designee shall monitor the maintenance requests and ensure that the necessary repairs are made before the vehicle is placed back into service.

Annual vehicle safety inspections will be conducted on all vehicles that are owned, leased or used by the Department. The inspection will be conducted by a qualified individual designated by the Superintendent. Inspection reports will be forwarded to and maintained by the Superintendent.

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222.6 USE OF PERSONAL VEHICLES

The use of personal vehicles for official business must be approved by the Superintendent. The Superintendent or the authorized designee shall verify that the personal vehicle meets the state's insurance requirements. A copy of the insurance card shall be retained in facility files. All policies and procedures applicable to facility vehicles shall apply to the personal vehicle while it is being used for official business.

222.7 COLLISION DAMAGE, ABUSE, AND MISUSE

When a leased or department-owned vehicle is involved in a traffic collision, the involved member shall promptly notify a Sergeant. A traffic collision report shall be filed with the agency having jurisdiction. The member shall complete this County's vehicle collision form.

When a traffic collision involves a leased or department-owned vehicle or when a member of this department is an involved driver in a collision that occurs in this jurisdiction, and the collision results in serious injury or death or potentially involves any criminal charge, an outside agency should be summoned to handle the investigation. If the member is incapable of completing this department's vehicle collision form, a Sergeant shall complete the form.

Any damage to a vehicle that was not caused by a traffic collision shall be immediately reported during the shift in which the damage was discovered. It shall be documented in memorandum format and forwarded to the Sergeant. An administrative investigation will be conducted to determine if there is any vehicle abuse or misuse. If it is determined that misuse or abuse was a result of negligent conduct or operation, appropriate disciplinary action may result.

See attachment: FC APP 2019.pdf

222.8 TOLL ROAD USE

Authorized on-duty emergency vehicles are exempt from incurring toll road charges. An authorized emergency vehicle is an on-duty vehicle of the department which is equipped with emergency lights and siren and used to respond to emergency calls (WAC 468-270-030; WAC 468-270-085; WAC 468-270-105).

To avoid unnecessary toll road violation charges, all members operating department-owned vehicles on a toll road shall adhere to the following:

(a) Members operating department-owned vehicles that are not authorized emergency vehicles shall stop and pay the appropriate toll charge.

(b) Members may submit for reimbursement from the Department for any toll fees.

(c) Members in unauthorized emergency vehicles passing through a toll plaza or booth during a response to an emergency shall draft a memo to his/her Sergeant within five working days, explaining the circumstances.

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Fitness for Duty

223.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that all Correctional Deputies of this department are fit for duty and able to perform their job functions upon hire, and remain fit for duty throughout their employment.

223.2 POLICY

This policy requires all Correctional Deputies to be free from any physical, emotional, or mental condition that might adversely affect their ability to effectively perform their duties throughout their employment.

(a) It shall be the responsibility of each employee of this department to maintain physical, emotional, and mental condition sufficient to safely and properly perform the essential duties of his/her job classification.

(b) Each employee of this department shall perform his/her respective duties without physical, emotional, and/or mental constraints.

(c) During working hours, all employees are required to be alert, attentive, and capable of performing the assigned responsibilities.

(d) Any employee who feels unable to perform his/her duties shall promptly notify a Sergeant. In the event that an employee believes another employee is unable to perform his/her duties, such observations and/or belief shall be promptly reported to a Sergeant.

223.3 SERGEANT RESPONSIBILITIES

(a) A Sergeant observing an employee, or receiving a report of an employee who is perceived as being unable to safely perform his/her duties due to a physical, emotional, or mental condition, shall take prompt and appropriate action to resolve the situation.

(b) Whenever reasonably feasible, the Sergeant shall attempt to ascertain the reason or source of the problem. In all cases a preliminary evaluation should be made to determine the employee's level of inability to perform his/her duties.

(c) In the event the employee appears to be in need of immediate medical or mental health treatment, all reasonable efforts should be made to provide such care.

(d) The employee's Sergeant or the Superintendent should determine whether the employee should be temporarily relieved of duty.

(e) The Superintendent shall be promptly notified in the event that any employee is relieved of duty.

223.4 NON-WORK RELATED CONDITIONS

Any employee suffering from a non-work-related condition that warrants a temporary relief from duty may be required to use sick leave or other paid time off to obtain medical treatment or other reasonable relief from symptoms. If the condition is a serious health condition of the employee or

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a qualified family member, the employee's Sergeant should facilitate the employee's contact with the appropriate person to initiate the leave process under the Family Medical Leave Act.

223.5 WORK-RELATED CONDITIONS

Any employee suffering from a work-related condition that warrants temporary relief from duty shall comply with personnel rules and guidelines for processing such claims.

Upon the recommendation of the Sergeant, and with the concurrence of the Superintendent, any employee whose actions or use of force in an official capacity result in death or serious injury to another may be temporarily removed from regularly assigned duties and/or placed on paid administrative leave for the well-being of the employee, and until such time as the following may be completed:

(a) A preliminary determination indicates that the employee's conduct appears to be in compliance with policy and appropriate for the circumstances.

(b) The employee has had the opportunity to receive necessary counseling and any necessary or required psychological or medical clearance to return to full duty.

223.6 PHYSICAL AND PSYCHOLOGICAL EXAMINATIONS

(a) Whenever circumstances reasonably indicate that the employee may be unfit for duty, the Superintendent or the authorized designee may serve that employee with a written order to undergo a physical and/or psychological examination in cooperation with the Department of Human Resources to determine the level of the employee's fitness for duty. The order shall indicate the date, time and place for the examination.

(b) The examining physician or therapist will provide the Department with a report indicating whether the employee is fit for duty. If the employee is not fit for duty, the report should list any functional limitations that restrict his/her ability to perform the job duties. If the employee places his/her condition at issue in any subsequent or related administrative action/grievance, the examining physician or therapist may be required to disclose any information that is relevant to such proceedings.

(c) In order to facilitate the examination of any employee, the Department will provide all appropriate documents and available information to assist in the evaluation and/or treatment.

(d) All reports and evaluations submitted by the treating physician or therapist shall be part of the employee's confidential personnel file.

(e) Any employee ordered to receive a fitness-for-duty examination shall comply with the terms of the order and cooperate fully with the examining physician or therapist regarding any clinical interview, tests administered or other procedures. Any failure to comply with such an order and any failure to cooperate with the examining physician or therapist, including signing of releases, may be deemed insubordination and shall be subject to discipline, up to and including termination.

(f) Once an employee has been deemed fit for duty by the examining physician or therapist, the employee will be notified to resume his/her duties.

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223.7 APPEALS

An employee whose salary is reduced or withheld due to a fitness-for-duty exam shall be entitled to an administrative appeal.

223.8 MEDICAL RECORDS

All employee medical information and records shall be treated as confidential and stored in the employee’s separate medical file.

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Staffing Plan

224.1 PURPOSE AND SCOPE

The propose of this policy is to establish a comprehensive staffing plan and analysis to identify staffing needs sufficient to maintain the safety and security of the facility, staff, visitors, inmates and the public.

224.2 POLICY

It is the policy of the Ferry County Sheriff's Office to ensure the safety, security and efficient operation of this facility by assigning custody personnel according to a detailed staffing plan that is developed and maintained in accordance with law.

224.3 STAFFING PLAN REQUIREMENTS

The Superintendent shall ensure that a staffing plan conforming to the class type and size of this facility is prepared and maintained as described in the following section. The plan should detail all custody personnel assignments, including work hours and weekly schedules, and should account for holidays, vacations, training schedules and other atypical situations.

At minimum, the staffing plan will include the following:

- Facility administration and supervision
- Facility programs, including exercise and recreation
- Inmate supervision and custody
- Support services including medical, food services, maintenance and clerical
- Other jail-related functions such as escort and transportation of inmates

224.4 STAFFING ANALYSIS

The Superintendent or the authorized designee shall complete an annual comprehensive staffing analysis to evaluate personnel requirements and available staffing levels. The staffing analysis will be used to determine staffing needs and to develop staffing plans.

The Superintendent, in conjunction with the PREA Coordinator, should ensure that staffing levels are sufficient to consistently and adequately fill essential positions, as determined by the staffing plan (28 CFR 115.13). Relief factors for each classification and position should be calculated into the staffing analysis to ensure staffing levels will consistently meet requirements. Staff should be deployed in an efficient and cost-effective manner that provides for the safety and security of the staff, inmates and the public.

The staffing analysis should be used to identify whether required activities are being performed competently and in compliance with current laws and department policies. If deficiencies are noted, the staffing analysis should also include recommendations regarding what corrective measures may be needed, including the following:

(a) Operational changes

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(b) Equipment requirements

(c) Additional training

(d) Supervisory intervention

(e) Additional personnel

224.4.1 DATA COLLECTION FOR ANALYSIS

The following data should be collected and included in the annual staffing analysis:

- All categories of leave usage for each staff member working in the jail
- Date of hire or assignment to a jail position for each employee
- Date of transfer from the jail to another non-custody position for each member
- Annual hours of authorized overtime expended during the previous year
- Number of part-time or extra personnel hired during the previous year
- Details of any unusual occurrence or significant medical issues in the jail that were related to staffing during the previous year
- Details of claims or litigation, if any, that were related to staffing levels and were initiated against the facility in the previous year
- Labor contracts/collective bargaining agreements relating to corrections and medical personnel
- Annual training requirements that affected staffing levels in the jail
- Concerns expressed by members of the public
- Any investigations or reports by the grand jury or other government agency, jail monitor or ombudsman
- Other data that may influence the number of personnel available to occupy posted positions

224.5 REPORTING

The Superintendent will cause a report of the findings of the staff analysis to be submitted to the officials responsible for funding the jail operation.

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Employee Speech, Expression and Social Networking

225.1 PURPOSE AND SCOPE

This policy is intended to address issues associated with employee use of social networking sites and to provide guidelines for the regulation and balancing of employee speech and expression with the legitimate needs of the Department.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech, or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit an employee from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit, about matters of public concern, such as misconduct or corruption.

Employees are encouraged to consult with their supervisor regarding any questions arising from the application or potential application of this policy.

225.1.1 APPLICABILITY

This policy applies to all forms of communication including, but not limited to, film, video, print media, public or private speech, use of all internet services, including the World Wide Web, email, file transfer, remote computer access, news services, social networking, social media, instant messaging/texting, blogs, forums, video, and other file-sharing sites.

225.2 POLICY

Public employees occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of this department. Due to the nature of the work and influence associated with the law enforcement profession, it is necessary that employees of this department be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the Ferry County Sheriff's Office will carefully balance the individual employee’s rights against the Department’s needs and interests when exercising a reasonable degree of control over its employees’ speech and expression.

225.3 SAFETY

Employees should consider carefully the implications of their speech or any other form of expression when using the Internet. Speech and expression that may negatively affect the safety of the Ferry County Sheriff's Office employees, such as posting personal information in a public forum, can result in compromising an employee's home address or family ties. Employees should therefore not disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the safety of any employee, an employee's family or associates. Examples of the type of information that could reasonably be expected to compromise safety include:

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- Disclosing a photograph and name or address of a correctional deputy who is working undercover.
- Disclosing the address of a fellow Correctional Deputy.
- Otherwise disclosing where another Correctional Deputy can be located off-duty.

225.4 PROHIBITED SPEECH, EXPRESSION AND CONDUCT

To meet the department's safety, performance and public-trust needs, the following are prohibited unless the speech is otherwise protected (for example, an employee speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit, on a matter of public concern):

(a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation, or professionalism of the Department or its employees.

(b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the Department and tends to compromise or damage the mission, function, reputation, or professionalism of the Department or its employees. Examples may include:

1. Statements that indicate disregard for the law or the state or U.S. Constitution.
2. Expression that demonstrates support for criminal activity.
3. Participating in sexually explicit photographs or videos for compensation or distribution.

(c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the employee as a witness. For example, posting statements or expressions to a website that glorify or endorse dishonesty, unlawful discrimination or illegal behavior.

(d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the employees of the jail. For example, a statement on a blog that provides specific details as to how and when prisoner transportations are made could reasonably be foreseen as potentially jeopardizing employees by informing criminals of details that could facilitate an escape or attempted escape.

(e) Speech or expression that is contrary to this department's Code of Ethics.

(f) Use or disclosure, through whatever means, of any information, photograph, video, or other recording obtained or accessible as a result of employment with the jail for financial or personal gain, or any disclosure of such materials without the express authorization of the Superintendent or the authorized designee.

(g) Posting, transmitting, or disseminating any photographs, video or audio recordings, likenesses or images of department logos, emblems, uniforms, badges, patches, marked vehicles, equipment, or other material that specifically identifies the Department on any personal or social networking or other website or web page, without the express authorization of the Superintendent.

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(h) Accessing websites for non-authorized purposes, or use of any personal communication device, game device, or media device, whether personally or department-owned, for personal purposes while on-duty, except in the following circumstances:

1. When brief personal communication may be warranted by the circumstances (e.g., inform family of extended hours).
2. During authorized breaks, however, such usage should be limited as much as practicable to areas out of sight and sound of the public and shall not be disruptive to the work environment.

Employees must take reasonable and prompt action to remove any content that is in violation of this policy and/or posted by others from any web page or website maintained by the employee (e.g., social or personal website).

225.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

While employees are not restricted from engaging in the following activities as private citizens or as authorized members of a recognized bargaining unit, employees may not represent the Ferry County Sheriff's Office or identify themselves in any way that could be reasonably perceived as representing the Ferry County Sheriff's Office in order to do any of the following, unless specifically authorized by the Superintendent:

(a) Endorse, support, oppose, or contradict any political campaign or initiative.

(b) Endorse, support, oppose, or contradict any social issue, cause or religion.

(c) Endorse, support, or oppose any product, service, company, or other commercial entity.

(d) Appear in any commercial, social, or nonprofit publication or any motion picture, film, video, public broadcast, or on any website.

Additionally, when it can reasonably be construed that an employee, acting in his/her individual capacity or through an outside group or organization (e.g., bargaining group), is affiliated with this department, the employee shall give a specific disclaiming statement that any such speech or expression is not representative of the Department.

Employees retain their right to vote as they choose, to support candidates of their choice, and to express their opinions as private citizens, including as authorized members of a recognized bargaining unit, on political subjects and candidates at all times while off-duty. However, employees may not use their official authority or influence to interfere with or affect the result of an election or a nomination for office. Employees are also prohibited from directly or indirectly using their official authority to coerce, command or advise another employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes (5 USC § 1502).

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225.5 PRIVACY EXPECTATION

Employees forfeit any expectation of privacy with regard to anything published or maintained through file-sharing software or any internet site open to public view (e.g., Facebook, MySpace).

The Department also reserves the right to access, audit, and disclose for whatever reason all messages, including attachments, and any information transmitted over any technology that is issued or maintained by the Department, including the department email system, computer network, or any information placed into storage on any department system or device.

All messages, pictures, and attachments transmitted, accessed, or received over department networks are considered department records and, therefore, are the property of the Department. The Department reserves the right to access, audit, and disclose for whatever reason all messages, including attachments, that have been transmitted, accessed, or received through any department system or device, or any such information placed into any department storage area or device. This includes records of all key strokes or web-browsing history made at any department computer or over any department network. The fact that access to a database, service or website requires a user name or password will not create an expectation of privacy if it is accessed through department computers or networks.

225.6 CONSIDERATIONS

In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the Superintendent or authorized designee should consider include:

(a) Whether the speech or conduct would negatively affect the efficiency of delivering public services.

(b) Whether the speech or conduct would be contrary to the good order of the Department or the efficiency or morale of its members.

(c) Whether the speech or conduct would reflect unfavorably upon the Department.

(d) Whether the speech or conduct would negatively affect the member's appearance of impartiality in the performance of his/her duties.

(e) Whether similar speech or conduct has been previously authorized.

(f) Whether the speech or conduct may be protected and outweighs any interest of the Department.

225.7 TRAINING

Subject to available resources, the Department should provide training regarding employee speech and the use of social networking to all members of the department.

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Information Technology Use

226.1 PURPOSE AND SCOPE

This purpose of this policy is to provide guidelines for the proper use of department information technology resources, including computers, electronic devices, hardware, software and systems.

226.1.1 DEFINITIONS

Definitions related to this policy include:

Computer system - All computers (on-site and portable), electronic devices, hardware, software, and resources owned, leased, rented, or licensed by the Ferry County Sheriff's Office that are provided for official use by its members. This includes all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the Department or department funding.

Hardware - Includes, but is not limited to, computers, computer terminals, network equipment, electronic devices, telephones including cellular and satellite, pagers, modems, or any other tangible computer device generally understood to comprise hardware.

Software - Includes, but is not limited to, all computer programs, systems and applications including "shareware." This does not include files created by the individual user.

Temporary file, permanent file or file - Any electronic document, information or data residing or located, in whole or in part, on the system including, but not limited to, spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, photographs, or videos.

226.2 POLICY

Ferry County Sheriff's Office members shall use information technology resources, including computers, software, and systems, that are issued or maintained by the Department in a professional manner and in accordance with this policy.

226.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts or anything published, shared, transmitted, or maintained through file-sharing software or any internet site that is accessed, transmitted, received, or reviewed on any department technology system.

The Department reserves the right to access, audit, and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received, or reviewed over any technology that is issued or maintained by the Department, including the department email system, computer network, or any information placed into storage on any department system or device. This includes records of all key strokes or web-browsing history made at any department computer or over any department network. The fact that access to a database, service or website requires a user name or password will not create an expectation of privacy if it is accessed through department computers, electronic devices, or networks.

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226.4 RESTRICTED USE

The departments computer system is restricted to those who are authorized and have passed a background investigation. Members shall not access computers, devices, software, or systems for which they have not received prior authorization or the required training. Members shall immediately report unauthorized access or use of computers, devices, software, or systems by another member to the Sergeant.

Members shall not use another person's access passwords, logon information, and other individual security data, protocols and procedures unless directed to do so by the Sergeant.

226.4.1 SOFTWARE

Each workstation should have an up-to-date copy of the departmentapproved security software. Members shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes, in accordance with the software company’s copyright and license agreement.

To reduce the risk of a computer virus or malicious software infection, members shall not install any unlicensed or unauthorized software on any department computer. Members shall not install personal copies of any software on any department computer. Any files or software that a member finds necessary to install on department computers or networks shall be installed only with the approval of department information systems technology (IT) staff and only after being properly scanned for malicious attachments.

When related to criminal investigations, software program files may be downloaded only with the approval of IT staff and with the authorization of the Superintendent or the authorized designee.

No member shall knowingly make, acquire or use unauthorized copies of computer software that is not licensed to the Department while on department premises, computer system or electronic device. Such unauthorized use of software exposes the Department and involved members to severe civil and criminal penalties.

Introduction of software by members should only occur as a part of the automated maintenance or update process of department- or county-approved or installed programs by the original manufacturer, producer or developer of the software. Any other introduction of software requires prior authorization from IT staff.

226.4.2 HARDWARE

Access to technology resources provided by or through the Department shall be strictly limited to department-related activities. Data stored on or available through department computer systems shall only be accessed by authorized members who are engaged in an active investigation, assisting in an active investigation, or who otherwise have a legitimate law enforcement or department-related purpose to access such data. Any exceptions to this policy must be approved by the Sergeant.

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226.4.3 INTERNET USE

Internet access provided by or through the Department shall be strictly limited to department-related activities. Internet sites containing information that is not appropriate or applicable to department use and which shall not be intentionally accessed include, but are not limited to, adult forums, pornography, gambling, chat rooms, and similar or related Internet sites. Certain exceptions may be permitted with the express approval of the Sergeant as a function of a member's assignment.

Downloaded information from the Internet shall be limited to messages, mail and data files.

226.4.4 OFF-DUTY USE

Members shall only use technological resources related to their job while on-duty or in conjunction with specific on-call assignments unless specifically authorized by the Sergeant. This includes the use of telephones, cell phones, texting, email or any other "off-the-clock" work-related activities.

226.5 PROTECTION OF SYSTEMS AND FILES

All members have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care and maintenance of the computer system.

Members shall ensure department computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off and password protections enabled whenever the user is not present. Access passwords, logon information and other individual security data, protocols and procedures are confidential information and are not to be shared. Password length, format, structure and content shall meet the prescribed standards required by the computer system or as directed by the Sergeant and shall be changed at intervals as directed by IT staff or the Sergeant.

It is prohibited for a member to allow an unauthorized user to access the computer system at any time or for any reason. Members shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the Internet) to the Sergeant.

226.6 INSPECTION OR REVIEW

The Sergeant or the authorized designee has the express authority to inspect or review the computer system, all temporary or permanent files, related electronic systems or devices, and any contents thereof, whether such inspection or review is in the ordinary course of his/her duties or based on cause.

Reasons for inspection or review may include, but are not limited to, computer system malfunctions, problems or general computer system failure, a lawsuit against the Department involving one of its members or a member's duties, an alleged or suspected violation of any department policy, request for disclosure of data, or a need to perform or provide a service.

The IT staff may extract, download, or otherwise obtain any and all temporary or permanent files residing or located in or on the department computer system when requested by the Sergeant or during the course of regular duties that require such information.

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226.7 SECURITY OF DATA

The Superintendent will select a member of the Department to oversee the security of data.

The responsibilities of this position include, but are not limited to:

(a) Developing and maintaining security practices and procedures that control access to systems and data to those who are authorized and who have passed background investigation as applicable.

(b) Securing and protecting workstations and data from with security such as anti-virus, anti-malware, anti- spyware, firewalls, etc.

(c) Backing-up data at least weekly and securely storing back-up data.

(d) Developing and maintaining practices and procedures for appropriate destruction of data.

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Body Armor and Reflective Vests

227.1 PURPOSE AND SCOPE

The purpose of this policy is to provide Correctional Deputies with guidelines for the proper use of body armor and high-visibility vests.

227.2 POLICY

It is the policy of the Ferry County Sheriff's Office to maximize Correctional Deputy safety through the use of body armor and high-visibility vests in combination with prescribed safety procedures. While body armor and high-visibility vests provide a significant level of protection, they are not a substitute for the observance of Correctional Deputy safety procedures.

227.3 ISSUANCE OF BODY ARMOR

The Administration supervisor shall ensure that body armor is issued to all Correctional Deputies and that, when issued, the body armor meets or exceeds the standards of the National Institute of Justice.

Body armor shall be issued when a correctional deputy begins service at the Ferry County Sheriff's Office and shall be replaced when the body armor becomes worn or damaged to the point that its effectiveness or functionality has been compromised.

The Superintendent may authorize issuance of body armor to uniformed, civilian members whose jobs may make wearing of body armor advisable.

227.3.1 USE OF BODY ARMOR

Generally, the required use of body armor is subject to the following:

(a) Correctional Deputies shall only wear department-approved body armor.

(b) Correctional Deputies shall wear body armor any time they are in a situation where they could reasonably be expected to take enforcement action.

(c) Correctional Deputies shall wear body armor when working in uniform or taking part in department range training.

(d) Correctional Deputies are not required to wear body armor when they are functioning primarily in an administrative or support capacity and would not reasonably be expected to take enforcement action.

(e) Correctional Deputies may be excused from wearing body armor when they are involved in undercover or plainclothes work that their Sergeant determines could be compromised by wearing body armor, or when a Sergeant determines that other circumstances make it inappropriate to mandate wearing body armor.

1. In those instances when body armor is not worn, Correctional Deputies should have reasonable access to their body armor.

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227.3.2 INSPECTION OF BODY ARMOR

Sergeants should ensure through routine observation and periodic documented inspections that body armor is worn and maintained in accordance with this policy.

Annual inspections of body armor should be conducted by a person trained to perform the inspection for fit, cleanliness, and signs of damage, abuse, and wear.

227.3.3 CARE AND MAINTENANCE OF BODY ARMOR

The required care and maintenance of body armor is subject to the following:

(a) Correctional Deputies are responsible for inspecting their body armor for signs of damage, wear, and cleanliness at the start of each shift.

    (a) Unserviceable body armor shall be reported to the Sergeant.

(b) Correctional Deputies are responsible for the proper storage of their body armor.

    1. Body armor should not be stored for an extended period of time in an area where environmental conditions (e.g., temperature, light, humidity) could potentially degrade its effectiveness.

(c) Correctional Deputies are responsible for the care and cleaning of their body armor pursuant to the manufacturer's care instructions.

    1. Body armor should not be exposed to any cleaning agents or methods not specifically recommended by the manufacturer.

    2. Failure to follow manufacturer's care instructions may damage the ballistic performance capabilities of the body armor. If care instructions for the body armor cannot be located, the manufacturer should be contacted to request the instructions.

(d) Body armor should be replaced in accordance with the manufacturer's recommended replacement schedule, or when its effectiveness or functionality has been compromised.

227.4 RANGEMASTER RESPONSIBILITIES

The responsibilities of the Rangemaster include, but are not limited to:

(a) Monitoring technological advances in the body armor industry for any appropriate changes to department-approved body armor.

(b) Assessing the level of weapons and ammunition currently utilized by the public and the suitability of approved body armor to protect against those threats.

(c) Educating Correctional Deputies about the safety benefits of wearing body armor.

227.5 ISSUANCE OF HIGH-VISIBILITY VESTS

The Department has provided American National Standards Institute (ANSI) Class II high-visibility vests to increase the visibility of department members who may be exposed to hazards presented by passing traffic, maneuvering or operating vehicles, machinery, and equipment (23 CFR 655.601). Although intended primarily for use while performing traffic-related assignments, high-

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visibility vests should be worn any time increased visibility would improve the safety or efficiency of the Correctional Deputy.

227.5.1 REQUIRED USE OF HIGH-VISIBILITY VESTS

Except when working in a potentially adversarial or confrontational role, such as during vehicle stops, high-visibility vests should be worn when increased visibility would improve the safety of the department member or when the member will be exposed to the hazards of passing traffic, maneuvering, or operating vehicles, machinery, and equipment.

Examples of when high-visibility vests should be worn include traffic control duties, accident investigations, lane closures, and while at disaster scenes.

When emergency conditions preclude the immediate donning of the vest, Correctional Deputies should retrieve and wear the vest as soon as conditions reasonably permit.

Use of the vests shall also be mandatory when directed by a Sergeant.

227.5.2 CARE AND STORAGE OF HIGH-VISIBILITY VESTS

High-visibility vests shall be maintained in the trunk of each patrol and investigation unit, in the side box of each department motorcycle and in the saddlebag or gear bag of each department bicycle. Each vest should be stored inside the resealable plastic bag provided to protect and maintain the vest in a serviceable condition. Before going into service each employee shall ensure a serviceable high-visibility vest is properly stored.

A supply of high-visibility vests will be maintained in the equipment room for replacement of damaged or unserviceable vests. The Training Officer should be promptly notified whenever the supply of vests in the equipment room needs replenishing.

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Firearms - Corrections Officers

228.1 PURPOSE AND SCOPE

This policy provides guidelines for issuing firearms, the safe and legal carrying of firearms, and firearms maintenance

This policy only applies to those Correctional Deputies who are authorized to carry firearms (RCW 9.94.050).

228.2 POLICY

The Ferry County Sheriff's Office will equip its Correctional Deputies with firearms to address the risks posed to the public and department Correctional Deputies by violent and sometimes well-armed persons. The Department will ensure firearms are appropriate and in good working order.

228.3 AUTHORIZED FIREARMS, AMMUNITION, AND OTHER WEAPONS

Correctional Deputies shall only use firearms that are issued or approved by the Department and have been thoroughly inspected by the Rangemaster. Except in an emergency or as directed by a Sergeant, no firearm shall be carried by a Correctional Deputy who has not qualified with that firearm at an authorized department range.

All other weapons not provided by the Department, including, but not limited to, edged weapons, chemical, or electronic weapons, impact weapons, or any weapon prohibited or restricted by law or that is not covered elsewhere by department policy, may not be carried by Correctional Deputies in the performance of their official duties without the express written authorization of the Superintendent. This exclusion does not apply to the carrying of a single folding pocketknife that is not otherwise prohibited by facility policy or law.

228.3.1 AMMUNITION

Correctional Deputies shall carry only department-authorized ammunition. Correctional Deputies shall be issued fresh duty ammunition in the specified quantity for all department-issued firearms during the Correctional Deputy's firearms qualification. Replacements for unserviceable or depleted ammunition issued by the Department shall be dispensed by the Rangemaster when needed, in accordance with established policy.

228.4 EQUIPMENT

Firearms carried on- or off-duty shall be maintained in a clean, serviceable condition.

228.4.1 REPAIRS OR MODIFICATIONS

Each Correctional Deputy shall be responsible for promptly reporting any damage or malfunction of an assigned firearm to a Sergeant or the Rangemaster.

Firearms may be repaired or modified only by a person who is department-approved and certified as an armorer or gunsmith in the repair of the specific firearm. Such modification or repair must be authorized in advance by the Rangemaster.

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228.4.2 HOLSTERS

Only department-approved holsters shall be used and worn by Correctional Deputies. Correctional Deputies shall periodically inspect their holsters to make sure they are serviceable and provide the proper security and retention of the handgun.

228.5 SAFE HANDLING, INSPECTION, AND STORAGE

Correctional Deputies shall maintain the highest level of safety when handling firearms and shall consider the following:

(a) Correctional Deputies shall not unnecessarily display or handle any firearm.

(b) Correctional Deputies shall be governed by all rules and regulations pertaining to the use of the range and shall obey all orders issued by the Rangemaster. Correctional Deputies shall not dry fire or practice quick draws except under Rangemaster supervision.

(c) Correctional Deputies shall not clean, repair, load, or unload a firearm anywhere in the Department, except in designated areas.

(d) Shotguns or rifles removed from vehicles or the equipment storage room shall be loaded and unloaded in the parking lot and outside of the vehicle, using clearing barrels.

(e) Correctional Deputies shall not place or store any firearm or other weapon on department premises except where the place of storage is locked. No one shall carry firearms into the jail section or any part thereof when securing or processing an arrestee, but shall place all firearms in a secured location. Correctional Deputies providing access to the jail section to persons from outside agencies are responsible for ensuring firearms are not brought into the jail section.

(f) Correctional Deputies shall not use any automatic firearm, heavy caliber rifle, gas, or other type of chemical weapon or firearm from the armory, except with approval of a Sergeant.

(g) Any firearm authorized by the Department to be carried on- or off-duty, that is determined by a correctional deputy to be malfunctioning or in need of service or repair, shall not be carried. It shall be promptly presented to the Department or a Rangemaster approved by the Department for inspection and repair. Any firearm deemed in need of repair or service by the Rangemaster will be immediately removed from service. If the firearm is the Correctional Deputy's primary duty firearm, a replacement firearm will be issued to the Correctional Deputy until the duty firearm is serviceable.

228.5.1 INSPECTION AND STORAGE

Handguns shall be inspected regularly and upon access or possession by another person. Shotguns and rifles shall be inspected at the beginning of the shift by the Correctional Deputy to whom the weapon is issued. The Correctional Deputy shall ensure that the firearm is carried in the proper condition and loaded with approved ammunition. All firearms shall be pointed in a safe direction or into clearing barrels.

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Department-owned firearms shall be stored in the appropriate equipment storage room. Handguns may remain loaded if they are secured in an appropriate holster. Shotguns and rifles shall be unloaded in a safe manner and then stored in the appropriate equipment storage room.

228.5.2 STORAGE AT HOME

Correctional Deputies shall ensure that all firearms and ammunition are locked and secured while in their homes, vehicles, or any other area under their control, and in a manner that will keep them inaccessible to children and others who should not have access. Correctional Deputies shall not permit department-issued firearms to be handled by anyone not authorized by the Department to do so. Correctional Deputies should be aware that negligent storage of a firearm could result in civil liability.

228.5.3 ALCOHOL AND DRUGS

Firearms shall not be carried by any Correctional Deputy, either on- or off-duty, who has consumed an amount of an alcoholic beverage, has taken any drugs or medication, or has taken any combination thereof that would tend to adversely affect the Correctional Deputy's senses or judgment.

228.6 FIREARM DISCHARGE

Except during training or recreational use, any Correctional Deputy who discharges a firearm intentionally or unintentionally, on- or off-duty, shall make a verbal report to their Sergeant as soon as circumstances permit. If the discharge results in injury or death to another person, additional statements and reports shall be made in accordance with the department officer-involved shooting protocol. If a firearm was discharged as a use of force, the involved Correctional Deputy shall adhere to the additional reporting requirements set forth in the Use of Force Policy.

In all other cases, written reports shall be made as follows:

(a) If on-duty at the time of the incident, the Correctional Deputy shall file a written report with their Undersheriff or provide a recorded statement to investigators prior to the end of shift, unless otherwise directed.

(b) If off-duty at the time of the incident, the Correctional Deputy shall file a written report or provide a recorded statement no later than the end of the next regularly scheduled shift, unless otherwise directed by a Sergeant.

228.6.1 WARNING AND OTHER SHOTS

Generally, warning shots or shots fired for the purpose of summoning aid are discouraged and may not be discharged unless the Correctional Deputy reasonably believes that they appear necessary, effective, and reasonably safe.

228.7 FLYING WHILE ARMED

The Transportation Security Administration (TSA) has imposed rules governing law enforcement officers flying armed on commercial aircraft. The following requirements apply to Correctional Deputies who intend to be armed while flying on a commercial air carrier or flights where screening is conducted (49 CFR 1544.219):

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(a) Correctional Deputies wishing to fly while armed must be flying in an official capacity, not for vacation or pleasure, and must have a need to have the firearm accessible, as determined by the Department based on the law and published TSA rules.

(b) Correctional Deputies must carry their Ferry County Sheriff's Office identification card, bearing the Correctional Deputy's name, a full-face photograph, identification number, the Correctional Deputy's signature, and the signature of the Superintendent or the official seal of the Department and must present this identification to airline officials when requested. The Correctional Deputy should also carry the standard photo identification needed for passenger screening by airline and TSA officials (e.g., driver license, passport).

(c) The Ferry County Sheriff's Office must submit a National Law Enforcement Telecommunications System (NLETS) message prior to the Correctional Deputy's travel. If approved, TSA will send the Ferry County Sheriff's Office an NLETS message containing a unique alphanumeric identifier. The Correctional Deputy must present the message on the day of travel to airport personnel as authorization to travel while armed.

(d) An official letter signed by the Superintendent authorizing armed travel may also accompany the Correctional Deputy. The letter should outline the Correctional Deputy's need to fly armed, detail their itinerary, and include that the Correctional Deputy has completed the mandatory TSA training for a law enforcement officer flying while armed.

(e) Correctional Deputies must have completed the mandated TSA security training covering Correctional Deputies flying while armed. The training shall be given by the department-appointed instructor.

(f) It is the Correctional Deputy's responsibility to notify the air carrier in advance of the intended armed travel. This notification should be accomplished by early check-in at the carrier's check-in counter.

(g) Any Correctional Deputy flying while armed should discreetly contact the flight crew prior to take-off and notify them of their assigned seat.

(h) Discretion must be used to avoid alarming passengers or crew by displaying a firearm. The Correctional Deputy must keep the firearm concealed on their person at all times. Firearms are not permitted in carry-on luggage and may not be stored in an overhead compartment.

(i) Correctional Deputies should try to resolve any problems through the flight captain, ground security manager, TSA representative, or other management representative of the air carrier.

(j) Correctional Deputies shall not consume alcoholic beverages while aboard an aircraft, or within eight hours prior to boarding an aircraft.

228.8 CARRYING FIREARMS OUT OF STATE

Qualified, active, full-time Correctional Deputies of this department are authorized to carry a concealed firearm in all other states subject to the following conditions (18 USC § 926B):

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(a) The Correctional Deputy shall carry their Ferry County Sheriff's Office identification card whenever carrying such firearm.

(b) The Correctional Deputy may not be the subject of any current disciplinary action.

(c) The Correctional Deputy may not be under the influence of alcohol or any other intoxicating or hallucinatory drug.

(d) The Correctional Deputy will remain subject to this and all other department policies (including qualifying and training).

Correctional Deputies are cautioned that individual states may enact local regulations that permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property, or that prohibit or restrict the possession of firearms on any state or local government property, installation, building, base, or park. Federal authority may not shield a correctional deputy from arrest and prosecution in such locally restricted areas. Active permits from other states are subject to all requirements set forth in 18 USC § 926B.

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Payroll Records

229.1 PURPOSE AND SCOPE

This policy provides the guidelines for completing and submitting payroll records of department members who are eligible for the payment of wages.

229.2 POLICY

The Ferry County Sheriff's Office maintains timely and accurate payroll records.

229.3 RESPONSIBILITIES

Members are responsible for the accurate completion and timely submission of their payroll records for the payment of wages.

Sergeants are responsible for approving the payroll records for those under their commands.

229.4 TIME REQUIREMENTS

Members who are eligible for the payment of wages are paid on a scheduled, periodic basis, generally on the same day or date each period, with certain exceptions, such as holidays. Payroll records shall be completed and submitted to Administration as established by the county payroll procedures.

229.5 RECORDS

The Superintendent shall ensure that accurate and timely payroll records are maintained as required by 29 CFR 516.2 for a minimum of three years (29 CFR 516.5).

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Temporary Modified-Duty Assignments

230.1 PURPOSE AND SCOPE

This policy establishes procedures for providing temporary modified-duty assignments. This policy is not intended to affect the rights or benefits of employees under federal or state law, county rules, or current memorandums of understanding or collective bargaining agreements. For example, nothing in this policy affects the obligation of the Department to engage in a good faith, interactive process to consider reasonable accommodations for any employee with a temporary or permanent disability or limitation that is protected under federal or state law.

230.2 POLICY

Subject to operational considerations, the Ferry County Sheriff's Office may identify temporary modified-duty assignments for employees who have an injury or medical condition resulting in temporary work limitations or restrictions. A temporary assignment allows the employee to work, while providing the Department with a productive employee during the temporary period.

230.3 GENERAL CONSIDERATIONS

Priority consideration for temporary modified-duty assignments will be given to employees with work-related injuries or illnesses that are temporary in nature. Employees having disabilities covered under the Americans with Disabilities Act (ADA) or the Washington Law Against Discrimination shall be treated equally, without regard to any preference for a work-related injury.

No position in the Ferry County Sheriff's Office shall be created or maintained as a temporary modified-duty assignment.

Temporary modified-duty assignments are a management prerogative and not an employee right. The availability of temporary modified-duty assignments will be determined on a case-by-case basis, consistent with the operational needs of the Department. Temporary modified-duty assignments are subject to continuous reassessment, with consideration given to operational needs and the employee’s ability to perform in a modified-duty assignment.

The Superintendent or the authorized designee may restrict employees working in temporary modified-duty assignments from wearing a uniform, displaying a badge, carrying a firearm, operating a department-owned vehicle, or engaging in outside employment, or may otherwise limit them in employing their peace officer powers.

Temporary modified-duty assignments shall generally not exceed a cumulative total of 1,040 hours in any one-year period.

230.4 PROCEDURE

Employees may request a temporary modified-duty assignment for short-term injuries or illnesses.

Employees seeking a temporary modified-duty assignment should submit a written request to the Superintendent or the authorized designee. The request should, as applicable, include a certification from the treating medical professional containing:

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(a) An assessment of the nature and probable duration of the illness or injury.

(b) The prognosis for recovery.

(c) The nature and scope of limitations and/or work restrictions.

(d) A statement regarding any required workplace accommodations, mobility aids, or medical devices.

(e) A statement that the employee can safely perform the duties of the temporary modified-duty assignment.

The Sergeant will make a recommendation through the chain of command to the Superintendent regarding temporary modified-duty assignments that may be available based on the needs of the Department and the limitations of the employee. The Superintendent or the authorized designee shall confer with the Department of Human Resources or the County Attorney as appropriate.

Requests for a temporary modified-duty assignment of 20 hours or less per week may be approved and facilitated by the Superintendent.

230.5 ACCOUNTABILITY

Written notification of assignments, work schedules, and any restrictions should be provided to employees assigned to temporary modified-duty assignments and their supervisors. Those assignments and schedules may be adjusted to accommodate department operations and the employee’s medical appointments, as mutually agreed upon with the Superintendent.

230.5.1 EMPLOYEE RESPONSIBILITIES

The responsibilities of employees assigned to temporary modified duty shall include but are not limited to:

(a) Communicating and coordinating any required medical and physical therapy appointments in advance with their Sergeant.

(b) Promptly notifying their Sergeant of any change in restrictions or limitations after each appointment with their treating medical professionals.

(c) Communicating a status update to their Sergeant no less than once every 30 days while assigned to temporary modified duty.

(d) Submitting a written status report to the Superintendent that contains a status update and anticipated date of return to full duty when a temporary modified-duty assignment extends beyond 60 days.

230.5.2 SERGEANT RESPONSIBILITIES

The employee's immediate Sergeant shall monitor and manage the work schedule of those assigned to temporary modified duty.

The responsibilities of Sergeants shall include but are not limited to:

(a) Periodically apprising the Superintendent of the status and performance of employees assigned to temporary modified duty.

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(b) Notifying the Superintendent and ensuring that the required documentation facilitating a return to full duty is received from the employee.

(c) Ensuring that employees returning to full duty have completed any required training and certification.

230.6 MEDICAL EXAMINATIONS

Prior to returning to full-duty status, employees shall be required to provide certification from their treating medical professionals stating that they are medically cleared to perform the essential functions of their jobs without restrictions or limitations.

The Department may require a fitness-for-duty examination prior to returning an employee to full-duty status, in accordance with the Fitness for Duty Policy.

230.7 PREGNANCY

If an employee is temporarily unable to perform regular duties due to a pregnancy, childbirth, or a related medical condition, the employee will be treated the same as any other temporarily disabled employee (42 USC § 2000e(k)). A pregnant employee shall not be involuntarily transferred to a temporary modified-duty assignment.

If notified by an employee or the employee's representative regarding a limitation related to pregnancy, childbirth, or related medical conditions, the Department should make reasonable efforts to provide an accommodation for the employee in accordance with federal and state law. The accommodation should be provided without unnecessary delay, as appropriate (42 USC § 2000gg-1; 29 CFR 1636.3; 29 CFR 1636.4; RCW 43.10.005).

230.7.1 NOTIFICATION

Pregnant employees should notify their immediate Sergeant as soon as practicable and provide a statement from their medical providers identifying any pregnancy-related job restrictions or limitations. If at any point during the pregnancy it becomes necessary for the employee to take a leave of absence, such leave shall be granted in accordance with the county's personnel rules and regulations regarding family and medical care leave.

230.8 PROBATIONARY EMPLOYEES

Probationary employees who are assigned to a temporary modified-duty assignment may have their probation extended by a period of time equal to their assignment to temporary modified duty.

230.9 MAINTENANCE OF CERTIFICATION AND TRAINING

Employees assigned to temporary modified duty shall maintain all certification, training, and qualifications appropriate to both their regular and temporary duties, provided that the certification, training, or qualifications are not in conflict with any medical limitations or restrictions. Employees who are assigned to temporary modified duty shall inform their Sergeant of any inability to maintain any certification, training, or qualifications.

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Accident, Illness, and Injury Prevention

231.1 PURPOSE AND SCOPE

The purpose of this policy is to establish an ongoing and effective plan to reduce the incidence of illness and injury for members of the Ferry County Sheriff's Office, in accordance with the requirements of an Accident, Illness, and Injury Prevention Program (AIIPP) (WAC 296-800-140 et seq.).

This policy specifically applies to illness and injury that results in lost time or that requires medical treatment beyond first aid. Although this policy provides the essential guidelines for a plan that reduces illness and injury, it may be supplemented by procedures outside the Custody Manual.

This policy does not supersede, but supplements any related county-wide safety efforts.

231.2 POLICY

The Ferry County Sheriff's Office is committed to providing a safe environment for its members and visitors and to minimizing the incidence of work-related accidents, illness, and injuries. The Department will establish and maintain an AIIPP and will provide tools, training, and safeguards designed to reduce the potential for accidents, illness, and injuries. It is the intent of the Department to comply with all laws and regulations related to occupational safety.

231.3 ACCIDENT, ILLNESS, AND INJURY PREVENTION PLAN

Risk Management is responsible for developing an accident, illness, and injury prevention plan that shall include (WAC 296-800-14005):

(a) A description of the entire accident, illness, and injury plan, including workplace safety and health training programs.

(b) A safety orientation that covers all components of the AIIPP.

(c) Regularly scheduled safety meetings.

(d) Posted or distributed safety information (WAC 296-800-19005; WAC 296-800-20005).

(e) A system for members to anonymously inform management about workplace hazards.

(f) Establishment of a safety and health committee that will (WAC 296-800-130):

1. Meet regularly.
2. Prepare a written record of safety and health committee meetings.
3. Review the results of periodic scheduled inspections.
4. Review investigations of accidents and exposures.
5. Make suggestions to command staff for the prevention of future incidents.
6. Review investigations of alleged hazardous conditions.
7. Submit recommendations to assist in the evaluation of member safety suggestions.

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8. Assess the effectiveness of efforts made by the Department to meet applicable standards (WAC 296-800-100 et seq.).

(g) Establishing a process to ensure workplace accidents involving a fatality or in-patient hospitalization of any member are reported as required to the Washington Department of Labor and Industries (WAC 296-27-031).

(h) On-the-job review and training of the practices necessary to perform the initial job assignments in a safe manner and how to properly address hazards.

(i) Instruction on reporting injuries and location of first-aid facilities.

(j) The use and care of required personal protective equipment (PPE).

(k) The proper actions to take during emergencies, including the routes for exiting work areas.

(l) Identification of the hazardous gases, chemicals, or materials, along with the instructions on their safe use and emergency action following accidental exposure.

(m) The development, supervision, implementation, and enforcement of training programs to improve the skill, awareness, and competency of all members regarding occupational safety and health (WAC 296-800-14020).

231.3.1 SAFETY COMMITTEE

The Ferry County Sheriff's Office maintains a safety committee to communicate and evaluate safety and health issues that may affect members and to promote a safe and healthy work environment. The safety committee should include employee-elected and department-selected members. The number of employee-elected members must equal or exceed the number of department-selected members. A chairperson of the committee shall be elected (WAC 296-800-13020).

The safety committee will:

(a) Review safety and health inspection reports to help correct safety standards.

(b) Evaluate accident investigations conducted since the last meeting to determine if the causes of the unsafe situation were identified and corrected.

(c) Evaluate the AIIPP and discuss recommendations for improvement, if needed.

(d) Document attendance.

(e) Write down the subject discussed.

(f) Prepare minutes of each meeting that shall be made available for review by safety and health consultation personnel of the Washington Department of Labor and Industries.

231.4 RISK MANAGEMENT RESPONSIBILITIES

The responsibilities of Risk Management include but are not limited to:

(a) Managing, implementing, and enforcing a plan to reduce the incidence of member accident, illness, and injury (WAC 296-800-14025).

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(b) Ensuring that a system of communication is in place that facilitates a continuous flow of safety and health information between supervisors and members. This system shall include:

1. New member orientation that includes a discussion of safety and health policies and procedures.
2. Regular member review of the accident, illness, and injury prevention plan.

(c) Ensuring that all safety and health policies and procedures are clearly communicated and understood by all members.

(d) Taking reasonable steps to ensure that all members comply with safety rules in order to maintain a safe work environment. This includes but is not limited to:

1. Informing members of the accident, illness, and injury prevention guidelines.
2. Recognizing members who perform safe work practices.
3. Ensuring that the member evaluation process includes member safety performance.
4. Ensuring department compliance to meet standards regarding the following:
   (a) Communicable diseases (WAC 296-823-100 et seq.)
   (b) PPE (WAC 296-800-160 et seq.)
   (c) Respiratory protection (WAC 296-800-160)
   (d) First aid (WAC 296-800-150 et seq.)
   (e) Safe workplace (WAC 296-800-110 et seq.)
   (f) Emergency Action Plan and Fire Prevention Plan (WAC 296-24-567) (see the Fire Safety and Evacuation policies).
   (g) Walking-working surfaces (WAC 296-24-735 et seq.; WAC 296-24-740 et seq.;).

(e) Making available a form to document inspections, unsafe conditions or work practices, and actions taken to correct unsafe conditions and work practices.

(f) Making available a form to document individual incidents or accidents.

(g) Making available a form to document the safety and health training of each member. This form will include the member's name or other identifier, training dates, type of training, and training providers.

(h) Conducting and documenting a regular review of the illness and injury prevention plan.

231.5 SERGEANT RESPONSIBILITIES

Sergeant responsibilities include but are not limited to:

(a) Ensuring member compliance with accident, illness, and injury prevention guidelines and answering questions from members about this policy.

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(b) Training, counseling, instructing, or making informal verbal admonishments any time safety performance is deficient. Sergeants may also initiate discipline when it is reasonable and appropriate under the Standards of Conduct Policy.

(c) Establishing and maintaining communication with members on health and safety issues. This is essential for an injury-free, productive workplace.

(d) Completing required forms and reports relating to accident, illness, and injury prevention; such forms and reports shall be submitted to the Superintendent.

(e) Notifying the Superintendent when:

1. New substances, processes, procedures, or equipment that present potential new hazards are introduced into the work environment.
2. New, previously unidentified hazards are recognized.
3. Occupational accidents, illnesses, and injuries occur.
4. New and/or permanent or intermittent members are hired or reassigned to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.
5. Workplace conditions warrant an inspection.

231.6 HAZARDS

All members should report and/or take reasonable steps to correct unsafe or unhealthy work conditions, practices, or procedures in a timely manner. Members should make their reports to a Sergeant (as a general rule, their own supervisors).

Sergeants should make reasonable efforts to correct unsafe or unhealthy work conditions in a timely manner, based on the severity of the hazard. These hazards should be corrected when observed or discovered, when it is reasonable to do so. When a hazard exists that cannot be immediately abated without endangering members or property, Sergeants should protect or remove all exposed members from the area or item, except those necessary to correct the existing condition.

Members who are necessary to correct the hazardous condition shall be provided with the necessary protection.

All significant actions taken and dates they are completed shall be documented on the appropriate form. This form should be forwarded to the Superintendent via the chain of command.

The Superintendent will take appropriate action to ensure the accident, illness, and injury prevention plan addresses potential hazards upon such notification.

231.7 INSPECTIONS

Safety inspections are crucial to a safe work environment. These inspections identify and evaluate workplace hazards and permit mitigation of those hazards. A hazard assessment checklist should be used for documentation and to ensure a thorough assessment of the work environment.

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The Administration Undersheriff shall ensure that the appropriate documentation is completed for each inspection.

231.7.1 EQUIPMENT
Members are charged with daily inspections of their assigned areas and of their PPE as described in the Sanitation Inspections and Daily Activity Logs and Shift Reports policies. Members shall complete the appropriate form if an unsafe condition cannot be immediately corrected. Members should forward this form to their Sergeant.

231.8 INVESTIGATIONS

Any member sustaining any work-related illness or injury, as well as any member who is involved in any accident or hazardous substance exposure while on-duty, shall report such event as soon as practicable to a Sergeant. Members observing or learning of a potentially hazardous condition are to promptly report the condition to their immediate Sergeant.

A Sergeant receiving such a report should personally investigate the incident or ensure that an investigation is conducted. Investigative procedures for workplace accidents and hazardous substance exposures should include:

(a) A visit to the accident scene as soon as possible.

(b) An interview of the injured member and witnesses.

(c) An examination of the workplace for factors associated with the accident/exposure.

(d) Determination of the cause of the accident/exposure.

(e) Corrective action to prevent the accident/exposure from reoccurring.

(f) Documentation of the findings and corrective actions taken.

Additionally, the Sergeant should proceed with the steps to report an on-duty injury, as required under the Occupational Disease and Work-Related Injury Reporting Policy, in conjunction with this investigation to avoid duplication and ensure timely reporting.

231.9 TRAINING

The Superintendent shall work with the Training Officer to provide all members, including Sergeants, with training on general and job-specific workplace safety and health practices (WAC 296-800-14020). Training shall be provided:

(a) To Sergeants to familiarize them with the safety and health hazards to which members under their immediate direction and control may be exposed.

(b) To all members with respect to hazards specific to each member's job assignment.

(c) To all members given new job assignments for which training has not previously been provided.

(d) Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard.

(e) Whenever the Department is made aware of a new or previously unrecognized hazard.

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231.9.1 TRAINING TOPICS

The Training Officer shall ensure that training includes:

(a) Reporting unsafe conditions, work practices, and injuries, and informing a Sergeant when additional instruction is needed.

(b) Use of appropriate clothing, including gloves and footwear.

(c) Use of respiratory equipment.

(d) Availability of toilet, hand-washing, and drinking-water facilities.

(e) Provisions for medical services and first aid.

(f) Handling of bloodborne pathogens and other biological hazards.

(g) Prevention of heat and cold stress.

(h) Identification and handling of hazardous materials, including chemical hazards to which members could be exposed, and review of resources for identifying and mitigating hazards (e.g., hazard labels, Safety Data Sheets (SDS)).

(i) Mitigation of physical hazards, such as heat and cold stress, noise, and ionizing and non-ionizing radiation.

(j) Identification and mitigation of ergonomic hazards, including working on ladders or in a stooped posture for prolonged periods.

(k) Back exercises/stretches and proper lifting techniques.

(l) Avoidance of slips and falls.

(m) Good housekeeping and fire prevention.

(n) Other job-specific safety concerns.

231.10 RECORDS

Records and training documentation relating to accident, illness, and injury prevention will be maintained in accordance with the established records retention schedule.

Safety committee records shall be retained for a minimum of one year (WAC 296-800-13020).

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Evaluation of Employees

232.1 PURPOSE AND SCOPE

The Department’s employee performance evaluation system is designed to record work performance for both the Department and the employee, providing recognition for good work and developing a guide for improvement.

232.2 POLICY

The Ferry County Sheriff's Office utilizes a performance evaluation report to measure performance and to use as a factor in making personnel decisions that relate to merit increases, promotion, reassignment, discipline, demotion, and termination. The evaluation report is intended to serve as a guide for work planning and review by the supervisor and employee. It gives supervisors a way to create an objective history of work performance based on job standards.

The Department evaluates employees in a nondiscriminatory manner based upon job-related factors specific to the employee’s position, without regard to actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

232.3 EVALUATION PROCESS

Evaluation reports will cover a specific period of time and should be based on documented performance during that period. Evaluation reports will be completed by each employee's immediate Sergeant. Other Sergeants directly familiar with the employee's performance during the rating period should be consulted by the immediate Sergeant for their input.

All sworn and civilian supervisory personnel shall attend an approved supervisory course that includes training on the completion of performance evaluations within one year of the supervisory appointment.

Each Sergeant should discuss the tasks of the position, standards of performance expected, and the evaluation criteria with each employee at the beginning of the rating period. Sergeants should document this discussion in the prescribed manner.

Assessment of an employee's job performance is an ongoing process. Continued coaching and feedback provides Sergeants and employees with opportunities to correct performance issues as they arise.

Non-probationary employees demonstrating substandard performance shall be notified in writing of such performance as soon as possible in order to have an opportunity to remediate the issues. Such notification should occur at the earliest opportunity, with the goal being a minimum of 90 days written notice prior to the end of the evaluation period.

Employees who disagree with their evaluation and who desire to provide a formal response or a rebuttal may do so in writing in the prescribed format and time period.

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232.4 FULL TIME PROBATIONARY PERSONNEL

Civilian personnel are on probation for 12 months before being eligible for certification as permanent employees. An evaluation is completed monthly for all full-time civilian personnel during the probationary period.

Sworn personnel are on probation for 12 months before being eligible for certification as permanent employees. Probationary Correctional Deputies are evaluated daily, weekly, and monthly during the probationary period.

232.5 FULL-TIME PERMANENT STATUS PERSONNEL

Permanent employees are subject to three types of evaluations:

Regular - An Employee Performance Evaluation shall be completed once each year by the employee's immediate Sergeant on the anniversary of the employee's date of hire except for employees who have been promoted, in which case an Employee Performance Evaluation shall be completed on the anniversary of the employee's date of the last promotion.

Transfer – If an employee transferred from one assignment to another in the middle of an evaluation period and less than six months have transpired since the transfer, then an evaluation shall be completed by the current Sergeant with input from the previous Sergeant.

Special - A special evaluation may be completed any time the rater and the rater's supervisor feel one is necessary due to employee performance that is deemed less than standard. Generally, the special evaluation will be the tool used to demonstrate those areas of performance deemed less than standard when follow-up action is planned (action plan, remedial training, retraining, etc.). The evaluation form and the attached documentation shall be submitted as one package.

232.5.1 RATINGS CRITERIA

When completing the Employee Performance Evaluation, the rater will place a check mark in the column that best describes the employee's performance. The definition of each rating category is as follows:

Exceeds Performance Standards - Represents performance that is better than expected of a fully competent employee. It is superior to what is expected, but is not of such rare nature to warrant outstanding.

Meets Performance Standards - Is the performance of a fully competent employee. It means satisfactory performance that meets the standards required of the position.

Does not meet Performance Standards - Is a level of performance less than that expected of a fully competent employee and less than standards required of the position. A needs improvement rating must be thoroughly discussed with the employee.

Space for written comments is provided at the end of the evaluation in the rater comments section. This section allows the rater to document the employee's strengths, weaknesses, and suggestions for improvement. Any rating under any job dimension marked unsatisfactory or outstanding shall be substantiated in the rater comments section.

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See attachment: Performance Evaluation.PDF

232.6 EVALUATION INTERVIEW

When the Sergeant has completed the preliminary evaluation, arrangements shall be made for a private discussion of the evaluation with the employee. The Sergeant should discuss the results of the just completed rating period and clarify any questions the employee may have. If the employee has valid and reasonable protests of any of the ratings, the Sergeant may make appropriate changes to the evaluation. Areas needing improvement and goals for reaching the expected level of performance should be identified and discussed. The Sergeant should also provide relevant counseling regarding advancement, specialty positions and training opportunities. The Sergeant and employee will sign and date the evaluation. Permanent employees may also write comments in the Employee Comments section of the performance evaluation report.

232.7 EVALUATION REVIEW

After the Sergeant finishes the discussion with the employee, the signed performance evaluation is forwarded to the Superintendent. The Superintendent shall review the evaluation for fairness, impartiality, uniformity, and consistency. The Superintendent shall evaluate the Sergeant on the quality of ratings given.

232.8 EVALUATION DISTRIBUTION

The original performance evaluation shall be maintained in the employee’s personnel file in the office of the Superintendent for the tenure of the employee’s employment. A copy will be given to the employee and a copy will be forwarded to the county Department of Human Resources.

232.9 REMEDIAL TRAINING

When an employee fails to perform a job function at the level prescribed in this policy manual, remedial training may be necessary to ensure that employee has the knowledge and skills necessary to perform at an acceptable level.

Whenever an employee receives an evaluation rating of needs improvement or unacceptable, receives a Special Evaluation to document a performance deficiency, or is receiving discipline for a performance deficiency, the Sergeant should consider whether remedial training would be appropriate to assist the employee in improving their performance.

(a) If remedial training is deemed to be appropriate, the Sergeant shall document the following items in a Personnel Improvement Plan (PIP):

1. The remedial training being provided.
2. The timeline for providing the training.
3. The timeline for evaluating the employee's subsequent performance.
4. The consequences if the employee fails to perform.
5. The desired outcome if the remediation is successful.

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(b) Prior to implementing the remedial training, the Sergeant shall present the PIP to the employee who shall then be provided with ten days to respond with any objections or other comments.

(c) If the employee fails to provide a timely written response or expresses no desire to respond, the employee's date and signature shall be affixed to the PIP as agreement to its terms.

(d) If the employee provides a timely written response, any objections shall be adjudicated in accordance with the department's grievance procedure.

The remedial training process is for use with all employees. It is not limited to use with probationary employees.

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Occupational Disease and Work-Related Injury Reporting

233.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding the timely reporting of occupational diseases, post-traumatic stress disorder (PTSD), and work-related injuries.

233.1.1 DEFINITIONS

Definitions related to this policy include:

Occupational disease or work-related injury - An injury, disease, PTSD, or infection while acting in the course of employment (RCW 51.08.013; RCW 51.08.100; RCW 51.08.140; RCW 51.08.142).

233.2 POLICY

The Ferry County Sheriff's Office will address occupational diseases and work-related injuries appropriately, and will comply with applicable state workers' compensation requirements (RCW 51.28.010 et seq.).

233.3 RESPONSIBILITIES

233.3.1 MEMBER RESPONSIBILITIES

Any member sustaining any occupational disease or work-related injury shall report such event as soon as practicable, but within 24 hours, to a Sergeant, and shall seek medical care when appropriate.

233.3.2 SUPERVISOR RESPONSIBILITIES

A Sergeant learning of any occupational disease or work-related injury should ensure the member receives medical care as appropriate.

Sergeants shall ensure that required documents regarding workers' compensation are completed and forwarded promptly. Any related countywide disease- or injury- reporting protocol shall also be followed.

Sergeants shall determine whether the Accident, Illness, and Injury Prevention Policy applies and take additional action as required.

233.3.3 SUPERINTENDENT RESPONSIBILITIES

The Superintendent who receives a report of an occupational disease or work-related injury should review the report for accuracy and determine what additional action should be taken. The report shall then be forwarded to the Superintendent and the county’s risk management entity to ensure any required Department of Labor and Industries reporting is made as required in the accident, illness, and injury prevention plan identified in the Accident, Illness, and Injury Prevention Policy.

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233.3.4 SUPERINTENDENT RESPONSIBILITIES

The Superintendent shall review and forward copies of the report to the Department of Human Resources. Copies of the report and related documents retained by the Department shall be filed in the member’s confidential medical file.

233.4 OTHER DISEASE OR INJURY

Diseases and injuries caused or occurring on-duty that do not qualify for workers' compensation reporting shall be documented on the designated report of injury form, which shall be signed by a Sergeant. A copy of the completed form shall be forwarded to through the chain of command and a copy sent to the Superintendent.

Unless the injury is extremely minor, this report shall be signed by the affected member, indicating that he/she desired no medical attention at the time of the report. By signing, the member does not preclude his/her ability to later seek medical attention.

233.5 SETTLEMENT OFFERS

When a member sustains an occupational disease or work-related injury that is caused by another person and is subsequently contacted by that person, his/her agent, insurance company, or attorney and offered a settlement, the member shall take no action other than to submit a written report of this contact to his/her Sergeant as soon as possible.

233.5.1 NO SETTLEMENT WITHOUT PRIOR APPROVAL

No less than 10 days prior to accepting and finalizing the settlement of any third-party claim arising out of or related to an occupational disease or work-related injury, the member shall provide the Superintendent with written notice of the proposed terms of such settlement. In no case shall the member accept a settlement without first providing written notice to the Superintendent. The purpose of such notice is to permit the county to determine whether the offered settlement will affect any claim the county may have regarding payment for damage to equipment or reimbursement for wages against the person who caused the disease or injury, and to protect the county's right of subrogation, while ensuring that the member's right to receive compensation is not affected.

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Firearms - Peace Officers

234.1 PURPOSE AND SCOPE

This policy provides guidelines for issuing firearms, the safe and legal carrying of firearms, and firearms maintenance.

This policy only applies to those Correctional Deputies who are authorized to carry firearms (RCW 9.94.050).

234.2 POLICY

The Ferry County Sheriff's Office will equip its Correctional Deputies with firearms to address the risks posed to the public and department Correctional Deputies by violent and sometimes well-armed persons. The Department will ensure firearms are appropriate and in good working order.

234.3 AUTHORIZED FIREARMS, AMMUNITION, AND OTHER WEAPONS

Correctional Deputies shall only use firearms that are issued or approved by the Department and have been thoroughly inspected by the Rangemaster. Except in an emergency or as directed by a supervisor, no firearm shall be carried by a correctional deputy who has not qualified with that firearm at an authorized department range.

All other weapons not provided by the Department, including but not limited to edged weapons, chemical or electronic weapons, impact weapons, or any weapon prohibited or restricted by law or that is not covered elsewhere by department policy, may not be carried by Correctional Deputies in the performance of their official duties without the express written authorization of the Correctional Deputy's Superintendent. This exclusion does not apply to the carrying of a single folding pocketknife that is not otherwise prohibited by facility policy or law.

234.3.1 AMMUNITION

Correctional Deputies shall carry only department-authorized ammunition. Correctional Deputies shall be issued fresh duty ammunition in the specified quantity for all department-issued firearms during the Correctional Deputy's firearms qualification. Replacements for unserviceable or depleted ammunition issued by the Department shall be dispensed by the Rangemaster when needed, in accordance with established policy.

234.4 EQUIPMENT

Firearms carried on- or off-duty shall be maintained in a clean, serviceable condition.

234.4.1 REPAIRS OR MODIFICATIONS

Each Correctional Deputy shall be responsible for promptly reporting any damage or malfunction of an assigned firearm to a supervisor or the Rangemaster.

Firearms may be repaired or modified only by a person who is department-approved and certified as an armorer or gunsmith in the repair of the specific firearm. Such modification or repair must be authorized in advance by the Rangemaster.

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234.4.2 HOLSTERS

Only department-approved holsters shall be used and worn by Correctional Deputies. Correctional Deputies shall periodically inspect their holsters to make sure they are serviceable and provide the proper security and retention of the handgun.

234.5 SAFE HANDLING, INSPECTION, AND STORAGE

Correctional Deputies shall maintain the highest level of safety when handling firearms and shall consider the following:

(a) Correctional Deputies shall not unnecessarily display or handle any firearm.

(b) Correctional Deputies shall be governed by all rules and regulations pertaining to the use of the range and shall obey all orders issued by the Rangemaster. or other firearms training staff. Correctional Deputies shall not dry fire or practice quick draws except under Rangemaster supervision.

(c) Correctional Deputies shall not clean, repair, load, or unload a firearm anywhere in the Department, except in designated areas.

(d) Shotguns or rifles removed from vehicles or the equipment storage room shall be loaded and unloaded in the parking lot and outside of the vehicle.

(e) Correctional Deputies shall not place or store any firearm or other weapon on department premises except where the place of storage is locked. No one shall carry firearms into the jail section or any part thereof when securing or processing an arrestee, but shall place all firearms in a secured location. Correctional Deputies providing access to the jail section to persons from outside agencies are responsible for ensuring firearms are not brought into the jail section.

(f) Correctional Deputies shall not use any automatic firearm, heavy caliber rifle, gas, or other type of chemical weapon or firearm from the armory, except with approval of a supervisor.

(g) Any firearm authorized by the Department to be carried on- or off-duty, that is determined by a correctional deputy to be malfunctioning or in need of service or repair, shall not be carried. It shall be promptly presented to the Department or a Rangemaster approved by the Department for inspection and repair. Any firearm deemed in need of repair or service by the Rangemaster will be immediately removed from service. If the firearm is the Correctional Deputy's primary duty firearm, a replacement firearm will be issued to the Correctional Deputy until the duty firearm is serviceable.

234.5.1 INSPECTION AND STORAGE

Handguns shall be inspected regularly and upon access or possession by another person. Shotguns and rifles shall be inspected at the beginning of the shift by the Correctional Deputy to whom the weapon is issued. The Correctional Deputy shall ensure that the firearm is carried in the proper condition and loaded with approved ammunition. All firearms shall be pointed in a safe direction or into clearing barrels.

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Department-owned firearms shall be stored in the appropriate equipment storage room. Handguns may remain loaded if they are secured in an appropriate holster. Shotguns and rifles shall be unloaded in a safe manner and then stored in the appropriate equipment storage room.

234.5.2 STORAGE AT HOME

Correctional Deputies shall ensure that all firearms and ammunition are locked and secured while in their homes, vehicles, or any other area under their control, and in a manner that will keep them inaccessible to children and others who should not have access. Correctional Deputies shall not permit department-issued firearms to be handled by anyone not authorized by the Department to do so. Correctional Deputies should be aware that negligent storage of a firearm could result in civil liability.

234.5.3 ALCOHOL AND DRUGS

Firearms shall not be carried by any Correctional Deputy, either on- or off-duty, who has consumed an amount of an alcoholic beverage, has taken any drugs or medication, or has taken any combination thereof that would tend to adversely affect the Correctional Deputy's senses or judgment.

234.6 FIREARM DISCHARGE

Except during training or recreational use, any Correctional Deputy who discharges a firearm intentionally or unintentionally, on- or off-duty, shall make a verbal report to their supervisor as soon as circumstances permit. If the discharge results in injury or death to another person, additional statements and reports shall be made in accordance with the department officer-involved shooting protocol. If a firearm was discharged as a use of force, the involved Correctional Deputy shall adhere to the additional reporting requirements set forth in the Use of Force Policy.

In all other cases, written reports shall be made as follows:

(a) If on-duty at the time of the incident, the Correctional Deputy shall file a written report with their Superintendent or provide a recorded statement to investigators prior to the end of shift, unless otherwise directed.

(b) If off-duty at the time of the incident, the Correctional Deputy shall file a written report or provide a recorded statement no later than the end of the next regularly scheduled shift, unless otherwise directed by a supervisor.

234.6.1 WARNING SHOTS

A correctional deputy shall not use a firearm to fire a warning shot (Washington State Office of the Attorney General Model Use of Force Policy).

234.7 FLYING WHILE ARMED

The Transportation Security Administration (TSA) has imposed rules governing law enforcement officers flying armed on commercial aircraft. The following requirements apply to Correctional Deputies who intend to be armed while flying on a commercial air carrier or flights where screening is conducted (49 CFR 1544.219):

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(a) Correctional Deputies wishing to fly while armed must be flying in an official capacity, not for vacation or pleasure, and must have a need to have the firearm accessible, as determined by the Department based on the law and published TSA rules.

(b) Correctional Deputies must carry their Ferry County Sheriff's Office identification card, bearing the Correctional Deputy's name, a full-face photograph, identification number, the Correctional Deputy's signature, and the signature of the Superintendent or the official seal of the Department and must present this identification to airline officials when requested. The Correctional Deputy should also carry the standard photo identification needed for passenger screening by airline and TSA officials (e.g., driver license, passport).

(c) The Ferry County Sheriff's Office must submit a National Law Enforcement Telecommunications System (NLETS) message before the Correctional Deputy's travel. If approved, TSA will send the Ferry County Sheriff's Office an NLETS message containing a unique alphanumeric identifier. The Correctional Deputy must present the message on the day of travel to airport personnel as authorization to travel while armed.

(d) An official letter signed by the Superintendent authorizing armed travel may also accompany the Correctional Deputy. The letter should outline the Correctional Deputy's need to fly armed, detail their itinerary, and include that the Correctional Deputy has completed the mandatory TSA training for a law enforcement officer flying while armed.

(e) Correctional Deputies must have completed the mandated TSA security training covering Correctional Deputies flying while armed. The training shall be given by the department-appointed instructor.

(f) It is the Correctional Deputy's responsibility to notify the air carrier in advance of the intended armed travel. This notification should be accomplished by early check-in at the carrier's check-in counter.

(g) Any Correctional Deputy flying while armed should discreetly contact the flight crew prior to take-off and notify them of their assigned seat.

(h) Discretion must be used to avoid alarming passengers or crew by displaying a firearm. The Correctional Deputy must keep the firearm concealed on their person at all times. Firearms are not permitted in carry-on luggage and may not be stored in an overhead compartment.

(i) Correctional Deputies should try to resolve any problems through the flight captain, ground security manager, TSA representative, or other management representative of the air carrier.

(j) Correctional Deputies shall not consume alcoholic beverages while aboard an aircraft, or within eight hours prior to boarding an aircraft.

234.8 CARRYING FIREARMS OUT OF STATE

Qualified, active, full-time Correctional Deputies of this department are authorized to carry a concealed firearm in all other states subject to the following conditions (18 USC § 926B):

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(a) The Correctional Deputy shall carry their Ferry County Sheriff's Office identification card whenever carrying such firearm.

(b) The Correctional Deputy may not be the subject of any current disciplinary action.

(c) The Correctional Deputy may not be under the influence of alcohol or any other intoxicating or hallucinatory drug.

(d) The Correctional Deputy will remain subject to this and all other department policies (including qualifying and training).

Correctional Deputies are cautioned that individual states may enact local regulations that permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property, or that prohibit or restrict the possession of firearms on any state or local government property, installation, building, base, or park. Federal authority may not shield a correctional deputy from arrest and prosecution in such locally restricted areas. Active permits from other states are subject to all requirements set forth in 18 USC § 926B.

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Wellness Program

235.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance on establishing and maintaining a proactive wellness program for department members.

The wellness program is intended to be a holistic approach to a member's well-being and encompasses aspects such as physical fitness, mental health, and overall wellness.

235.1.1 DEFINITIONS

Definitions related to this policy include:

Critical incident - An event or situation that may cause a strong emotional, cognitive, or physical reaction that has the potential to interfere with daily life.

Critical Incident Stress Debriefing (CISD) - A standardized approach using a discussion format to provide education, support, and emotional release opportunities for members involved in work-related critical incidents.

Peer support - Mental and emotional wellness support provided by peers trained to help members cope with critical incidents and certain personal or professional problems.

Peer supporter - A member or retired member of the Ferry County Sheriff's Office who has received training to provide emotional support, moral support, and counseling to members who need those services as the result of an incident experienced in an official capacity or to deal with other stress that is impacting the member's performance of official duties. It also includes a non-employee counselor who has been designated by the Ferry County Sheriff's Office to provide those same services (RCW 5.60.060).

235.2 POLICY

It is the policy of the Ferry County Sheriff's Office to prioritize member wellness to foster fitness for duty and support a healthy quality of life for department members. The Department will maintain a wellness program that supports its members with proactive wellness resources, critical incident response, and follow-up support.

235.3 WELLNESS COORDINATOR

The Superintendent should appoint a trained wellness coordinator. The coordinator should report directly to the Superintendent or the authorized designee and should collaborate with advisers (e.g., Department of Human Resources, legal counsel, licensed psychotherapist, qualified health professionals), as appropriate, to fulfill the responsibilities of the position, including but not limited to:

(a) Identifying wellness support providers (e.g., licensed psychotherapists, external peer support providers, physical therapists, dietitians, physical fitness trainers holding accredited certifications).

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1. As appropriate, selected providers should be trained and experienced in providing mental wellness support and counseling to public safety personnel.
2. When practicable, the Department should not use the same licensed psychotherapist for both member wellness support and fitness-for-duty evaluations.

(b) Developing management and operational procedures for department peer support members, such as:

1. Peer support member selection and retention.
2. Training and applicable certification requirements.
3. Deployment.
4. Managing potential conflicts between peer support members and those seeking service.
5. Monitoring and mitigating peer support member emotional fatigue (i.e., compassion fatigue) associated with providing peer support.
6. Using qualified peer support personnel from other public safety agencies or outside organizations for department peer support, as appropriate.

(c) Verifying members have reasonable access to peer support or licensed psychotherapist support.

(d) Establishing procedures for CISDs, including:

1. Defining the types of incidents that may initiate debriefings.
2. Steps for organizing debriefings.

(e) Facilitating the delivery of wellness information, training, and support through various methods appropriate for the situation (e.g., phone hotlines, electronic applications).

(f) Verifying a confidential, appropriate, and timely employee assistance program (EAP) is available for members. This also includes:

1. Obtaining a written description of the program services.
2. Providing for the methods to obtain program services.
3. Providing referrals to the EAP for appropriate diagnosis, treatment, and follow-up resources.
4. Obtaining written procedures and guidelines for referrals to, or mandatory participation in, the program.
5. Obtaining training for supervisors in their role and responsibilities, and identification of member behaviors that would indicate the existence of member concerns, problems, or issues that could impact member job performance.

(g) Assisting members who have become disabled with their application for federal government benefits such as those offered through the Public Safety Officers' Benefits Program (34 USC § 10281 et seq.).

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(h) Assisting qualified members and survivors with application for other benefits, wellness support, and counseling services, as applicable, when there has been a member death.

235.4 DEPARTMENT PEER SUPPORT

235.4.1 PEER SUPPORT MEMBER SELECTION CRITERIA

The selection of any department peer support member will be at the discretion of the coordinator. Selection should be based on the member's:

- Desire to be a peer support member.
- Experience or tenure.
- Demonstrated ability as a positive role model.
- Ability to communicate and interact effectively.
- Evaluation by supervisors and any current peer support members.

235.4.2 PEER SUPPORT MEMBER RESPONSIBILITIES

The responsibilities of department peer support members include:

(a) Providing pre- and post-critical incident support.

(b) Presenting department members with periodic training on wellness topics, including but not limited to:

1. Stress management.
2. Suicide prevention.
3. How to access support resources.

(c) Providing referrals to licensed psychotherapists and other resources, where appropriate.

1. Referrals should be made to department-designated resources in situations that are beyond the scope of the peer support member's training.

235.4.3 PEER SUPPORT MEMBER TRAINING

Every department peer support member should complete department-approved training prior to being assigned.

235.5 CRITICAL INCIDENT STRESS DEBRIEFINGS

A Critical Incident Stress Debriefing should occur as soon as practicable following a critical incident. The coordinator is responsible for organizing the debriefing. Notes and recorded statements shall not be taken because the sole purpose of the debriefing is to help mitigate the stress-related effects of a critical incident.

The debriefing is not part of any investigative process. Care should be taken not to release or repeat any communication made during a debriefing unless otherwise authorized by policy, law, or a valid court order.

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Attendance at the debriefing should only include peer support members and/or peer supporters, and those directly involved in the incident.

235.6 PEER SUPPORT COMMUNICATIONS

Although the Department will honor the sensitivity of communications with peer support members, such communications are not confidential except:

- Communications between a qualified peer supporter and a member are considered to be privileged except where allowed by law (RCW 5.60.060).
- Communications to crisis referral services by members and all records related to the communications shall be confidential except as allowed by RCW 43.101.425.

235.7 PHYSICAL WELLNESS PROGRAM

The coordinator is responsible for establishing guidelines for any on-duty physical wellness program, including the following:

(a) Voluntary participation by members

(b) Allowable physical fitness activities

(c) Permitted times and locations for physical fitness activities

(d) Acceptable use of department-provided physical fitness facilities and equipment

(e) Individual health screening and fitness assessment

(f) Individual education (e.g., nutrition, sleep habits, proper exercise, injury prevention) and goal-setting

(g) Standards for physical fitness incentive programs. The coordinator should collaborate with the appropriate entities (e.g., human resources, legal counsel) to verify that any standards are nondiscriminatory.

(h) Maintenance of physical wellness logs (e.g., attendance, goals, standards, progress)

(i) Ongoing support and evaluation

235.8 WELLNESS PROGRAM AUDIT

At least annually, the coordinator or the authorized designee shall audit the effectiveness of the department's wellness program and prepare a report summarizing the findings. The report shall not contain the names of members participating in the wellness program, and should include the following information:

- Data on the types of support services provided
- Wait times for support services
- Participant feedback, if available
- Program improvement recommendations
- Policy revision recommendations

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The coordinator should present the completed audit to the Superintendent for review and consideration of updates to improve program effectiveness.

235.9 TRAINING

The coordinator or the authorized designee should collaborate with the Training Officer to provide all members with regular education and training on topics related to member wellness, including but not limited to:

- The availability and range of department wellness support systems.
- Suicide prevention.
- Recognizing and managing mental distress, emotional fatigue, post-traumatic stress, and other possible reactions to trauma.
- Alcohol and substance disorder awareness.
- Countering sleep deprivation and physical fatigue.
- Anger management
- Marriage and family wellness.
- Benefits of physical exercise and proper nutrition.
- Effective time and personal financial management skills.

Training materials, curriculum, and attendance records should be forwarded to the Training Officer as appropriate for inclusion in training records.

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Chapter 3 - Recruitment, Selection, and Training

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Employee Orientation

301.1 PURPOSE AND SCOPE

The purpose of this policy is to define the parameters for new employee orientation. The purpose of the orientation is to provide new employees with basic information about the facility and the environment in which they will be working. Orientation is not meant to supplant other basic training required by law, ordinance or regulations.

301.2 NEW EMPLOYEE ORIENTATION

Each new facility employee shall receive an orientation prior to assuming his/her duties. At a minimum, the orientation shall include:

- Working conditions
- Code of ethics
- Personnel policy manual
- Employee rights and responsibilities
- Overview of the criminal justice system
- Tour of the facility
- Facility goals and objectives
- Facility organization
- Staff rules and regulations
- Program overview

301.3 EMPLOYEE ACKNOWLEDGEMENTS

Department personnel assigned to provide the new employee orientation will ensure that each new employee is given copies of work rules and regulations, department ethics, and any other department documents, for which the employee will be held accountable.

A staff member will collect a signature page from the employee, acknowledging receipt, review and understanding of the documents. A copy of the signature page shall be retained in the employee's personnel file in accordance with established records retention schedules (WAC 44-14-03005).

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Continuing Education and Professional Development

302.1 PURPOSE AND SCOPE

This policy is designed to support the continuing education and professional development of department personnel at all levels.

302.2 OBJECTIVES

The objective for continuing education and professional development is for all members to enhance their knowledge and skills to their fullest potential.

Members who engage in furthering their education in conjunction with skills-based training make for well-rounded employees who can better serve the mission of the Department and the community.

Supervisors should accommodate, to the extent feasible and schedules permitting, requests by personnel for shift adjustments and available leave time to assist personnel with their continuing education and professional development efforts.

302.3 POLICY

It is the policy of the Ferry County Sheriff's Office to encourage members to participate in continuing education and professional development opportunities whenever practicable.

The Department encourages all personnel to participate in formal education on a continuing basis.

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Jail Training Officer

304.1 PURPOSE AND SCOPE

The jail training officer (TO) program is intended to provide a standardized program to facilitate the Correctional Deputy's transition from the academic setting to the actual performance of general corrections duties.

304.2 POLICY

It is the policy of this department to assign all new Correctional Deputies to a structured jail TO program that is designed to prepare the new Correctional Deputy to perform in a custody assignment and to provide training on all skills needed to operate in a safe, productive, and professional manner.

304.3 TRAINING OFFICER

The TO is an experienced Correctional Deputy trained in the art and science of supervising, training, and evaluating entry-level Correctional Deputies in the application of their previously acquired knowledge and skills.

304.3.1 SELECTION PROCESS

TOs will be selected based on certain requirements, including:

(a) A desire to perform the training mission.

(b) A minimum of three years as a correctional deputy.

(c) A demonstrated ability to be a positive role model.

(d) Successfully passed an internal oral interview selection process.

(e) An evaluation by supervisors and current TOs.

(f) A certificate from the state's law enforcement certifying agency, where applicable.

304.3.2 TRAINING

All TOs shall successfully complete a minimum 40-hour Field Training Officer course of instruction prior to being assigned a trainee.

304.4 TRAINING OFFICER RESPONSIBILITIES

The TO's responsibilities include the following:

(a) TOs shall complete and submit a written evaluation on the performance of their assigned trainees to the TO's immediate Sergeant on a daily basis.

(b) TOs shall review the performance evaluations with the trainees each day.

(c) TOs shall complete a detailed end-of-phase performance evaluation on the assigned trainee at the end of each phase of training.

(d) TOs shall be responsible for signing off all completed topics contained in the training manual, noting the methods of learning and evaluating the performance of the assigned trainee.

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304.5 TRAINING OFFICER PROGRAM SUPERVISOR

The TO program supervisor will be selected from the rank of sergeant or above by the Superintendent or the authorized designee and shall possess a supervisory certificate from the Washington State Criminal Justice Training Commission (WAC 139-25-110). The supervisor's responsibilities include the following:

(a) Assign trainees to TOs

(b) Conduct TO meetings

(c) Maintain and ensure TO/trainee performance evaluations are completed in a timely manner

(d) Maintain, update, and issue the training manual to each trainee

(e) Monitor individual TO performance

(f) Monitor the overall TO program

(g) Develop ongoing training for TOs

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Recruitment and Selection

305.1 PURPOSE AND SCOPE

This policy provides a framework for employee recruiting efforts and identifying job-related standards for the selection process. This policy supplements the rules that govern employment practices for the Ferry County Sheriff's Office and that are promulgated and maintained by the Department of Human Resources.

305.2 POLICY

In accordance with applicable federal, state, and local law, the Ferry County Sheriff's Office provides equal opportunities for applicants and employees, regardless of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law. The Department does not show partiality or grant any special status to any applicant, employee, or group of employees unless otherwise required by law.

The Department will recruit and hire only those individuals who demonstrate a commitment to service and who possess the traits and characteristics that reflect personal integrity and high ethical standards.

305.3 RECRUITMENT

The Civil Service Department/Superintendent should employ a comprehensive recruitment and selection strategy to recruit and select employees from a qualified and diverse pool of candidates. The strategy should include:

(a) Identification of racially and culturally diverse target markets.

(b) Use of marketing strategies to target diverse applicant pools.

(c) Expanded use of technology and maintenance of a strong internet presence. This may include an interactive department website and the use of department-managed social networking sites, if resources permit.

(d) Expanded outreach through partnerships with media, community groups, citizen academies, local colleges, universities, and the military.

(e) Employee referral and recruitment incentive programs.

(f) Consideration of shared or collaborative regional testing processes.

The Superintendent shall avoid advertising, recruiting, and screening practices that tend to stereotype, focus on homogeneous applicant pools, or screen applicants in a discriminatory manner.

The Superintendent and Civil Service should strive to facilitate and expedite the screening and testing process, and should periodically inform each candidate of their status in the recruiting process.

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305.4 SELECTION PROCESS

The Department shall actively strive to identify a diverse group of candidates who have in some manner distinguished themselves as being outstanding prospects.

Minimally, the Department should employ a comprehensive screening, background investigation, and selection process that assesses cognitive and physical abilities and includes review and verification of the following:

(a) A comprehensive application for employment (including previous employment, references, current and prior addresses, education, military record)

(b) Driving record

(c) Reference checks

(d) Employment eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents. This required documentation should not be requested until a candidate is hired. This does not prohibit obtaining documents required for other purposes

(e) Information obtained from public internet sites

(f) Financial history consistent with the Fair Credit Reporting Act (FCRA) (15 USC § 1681 et seq.)

(g) Local, state, and federal criminal history record checks

(h) Polygraph or voice stress analyzer examination (when legally permissible) (RCW 43.101.095; WAC 139-07-040)

(i) Medical and psychological examination (may only be given after a conditional offer of employment)

(j) Review board or selection committee assessment

305.4.1 VETERAN PREFERENCE

The Department will provide veteran preference percentages as required (RCW 41.04.010).

305.5 BACKGROUND INVESTIGATION

Every candidate shall undergo a thorough background investigation to verify their personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate's unsuitability to perform duties relevant to the operation of the Ferry County Sheriff's Office (RCW 43.101.095; WAC 139-07-020).

305.5.1 NOTICES

Background investigators shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA (15 USC § 1681d).

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305.5.2 REVIEW OF SOCIAL MEDIA SITES

Due to the potential for accessing unsubstantiated, private, or protected information, the Department shall not require candidates to provide passwords, account information, or access to password-protected social media accounts (RCW 49.44.200).

The Administration Undersheriff should consider utilizing the services of an appropriately trained and experienced third party to conduct open-source, internet-based searches and/or review information from social media sites to ensure that:

(a) The legal rights of candidates are protected.

(b) Material and information to be considered are verified, accurate, and validated.

(c) The Department fully complies with applicable privacy protections and local, state, and federal law.

Regardless of whether a third party is used, the Department should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.

305.5.3 RECORDS RETENTION

The background report and all supporting documentation shall be maintained in accordance with the established records retention schedule in accordance with WCJTC.

305.5.4 DOCUMENTING AND REPORTING

The background investigator shall summarize the results of the background investigation in a report that includes sufficient information to allow the reviewing authority to decide whether to extend a conditional offer of employment. The report shall not include any information that is prohibited from use, including that from social media sites, in making employment decisions. The report and all supporting documentation shall be included in the candidate's background investigation file.

305.5.5 BACKGROUND CERTIFICATION

Upon completion of the background investigation of a candidate who has received a conditional offer of employment with the Ferry County Sheriff's Office, the background investigator shall certify to the Washington State Criminal Justice Training Commission (CJTC) that the background check is completed and there is no information found that would disqualify the candidate from certification and the candidate is suitable for employment as a correctional deputy (RCW 43.101.095).

305.6 DISQUALIFICATION GUIDELINES

As a general rule, performance indicators, candidate information, and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior

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- Severity of behavior
- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence
- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors
- Other relevant considerations

A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.

305.6.1 MANDATORY DISQUALIFICATION

No members or contractors shall be hired who have (28 CFR 115.17):

(a) Engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 USC § 1997).

(b) Been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, by overt or implied threats of force, or by coercion, or if the victim did not consent, or was unable to consent or refuse.

(c) Been civilly or administratively adjudicated to have engaged in the activity described in paragraph (b) of this section.

The Department shall ask all candidates who may have contact with inmates to disclose any conduct described above in written applications or interviews. Material omissions regarding such misconduct, or the provision of materially false information, are grounds for termination.

The Department shall make reasonable efforts to contact prior institutions that the candidate has been employed by to inquire about sexual abuse allegations in accordance with 28 CFR 115.17.

305.7 EMPLOYMENT STANDARDS

All candidates shall meet the minimum standards required by state law (RCW 43.101.095; RCW 43.101.200). Candidates will be evaluated based on merit, ability, competence, and experience, in accordance with the high standards of integrity and ethics valued by the Department and the community.

Validated, job-related, and nondiscriminatory employment standards shall be established for each job classification and shall minimally identify the training, abilities, knowledge, and skills required to perform the position's essential duties in a satisfactory manner. Each standard should include performance indicators for candidate evaluation. The Jail Superintendent should maintain validated standards for all positions.

305.7.1 STANDARDS FOR CORRECTIONAL DEPUTIES

Candidates shall meet the minimum standards established by the CJTC (RCW 43.101.095):

(a) Be eligible for CJTC certification

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(b) Submit to a psychological evaluation conducted by a licensed psychologist or psychiatrist

(c) Submit to a polygraph examination conducted by a qualified technician

(d) Submit to a criminal history check

(e) Not been convicted of a felony offense

(f) For peace officers, be eligible to work under federal law as a U.S. citizen, lawful permanent resident, or Deferred Action for Childhood Arrivals (DACA) recipient

(g) For corrections officers, be eligible to work under federal law as a U.S. citizen or have legal authorization to work in the United States

305.8 PROBATIONARY PERIODS

The Superintendent should coordinate with the Ferry County Sheriff to identify positions subject to probationary periods and procedures for:

(a) Appraising performance during probation.

(b) Assessing the level of performance required to complete probation.

(c) Extending probation.

(d) Documenting successful or unsuccessful completion of probation.

305.9 OATH OF OFFICE

Correctional Deputies of this department are sworn to uphold the federal and state constitutions and to enforce federal, state, and local laws.

Upon employment, all sworn employees shall be required to affirm the oath of office expressing commitment and intent to respect constitutional rights in discharging the duties of a law enforcement officer.

All sworn employees shall comply with the oath of office and agency policies, including the duty to be truthful and honest in the conduct of official business.

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Training

306.1 PURPOSE AND SCOPE

This policy establishes training requirements and guidelines for Correctional Deputies, support personnel, Sergeants, and managers. The policy addresses the training program and the probationary evaluation.

306.2 POLICY

It is the policy of this department to assign all members to a structured jail training program designed to prepare the member to perform their assigned duties in a custodial jail in a safe, productive, and professional manner.

306.3 MINIMUM TRAINING REQUIREMENTS

All members, full- or part-time, shall successfully complete all initial, annual, and advanced training as required by the Ferry County Sheriff's Office.

Correctional Deputies shall begin training as described in RCW 43.101.220 and in accordance with WAC 139-10-210, within the initial six months of employment, unless an extension or waiver has been granted by the Criminal Justice Training Commission (CJTC).

All [FacilityManager]s and supervisors (full- or part-time) are required to complete the core training requirements for the position as specified by the CJTC within six months of appointment and complete all remaining requirements for career-level certification within one year of appointment, unless an extension or waiver has been granted by the CJTC (RCW 43.101.350).

Members assigned to work in the facility prior to completing the initial required training may do so only when under the direct supervision of a fully trained member.

306.4 JAIL TRAINING PROGRAM PHASES

The jail training program is designed to build upon the conceptual foundation taught in the basic academy or core training module, whereupon the theoretical knowledge gained in the academy can be molded into a practical skill set. The jail training program consists of the five phases described below.

306.4.1 FIRST PHASE - FACILITY ORIENTATION

The trainee will be assigned to a Training Officer (TO). The TO will, at a minimum:

(a) Brief the trainee on the purpose, scope, and responsibilities expected during the training program.

(b) Explain the evaluation system and acquaint the trainee with the rating forms that will be used.

(c) Provide the trainee with any required equipment or materials.

(d) Tour the entire facility and support services with the trainee.

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(e) Introduce the trainee to the Superintendent and key supervisory, administrative, and support personnel.

306.4.2 SECOND PHASE - SHADOWING
In this phase the trainee will be exposed to the many duties at each post by observing the TO demonstrate how each task is to be performed. The TO should provide instruction to the trainee and encourage the trainee to ask questions.

Time should be made available during this phase to allow the trainee to study policies and procedures, directives, post orders and any other materials deemed necessary by the TO.

The TO will monitor the trainee's progress by asking questions and administering tests on the materials and demonstrations that have been provided to the trainee.

The work performance of the trainee will be evaluated and recorded daily by the TO. Areas of deficiency will be discussed and remedial training provided if deemed necessary by the TO.

306.4.3 THIRD PHASE - HANDS-ON WITH CLOSE SUPERVISION
During this phase the TO will instruct the trainee in each required activity at each post. Once each task is demonstrated, the trainee will be directed to perform each activity under the close supervision of the TO.

The TO will provide direction as needed to the trainee during the hands-on activities.

The work performance of the trainee will be evaluated and recorded daily by the TO. Areas of deficiency will be discussed and remedial training provided if deemed necessary by the TO.

306.4.4 FOURTH PHASE - SOLO WITH MONITORING
During this phase the trainee will be directed to work solo in each area that training has been provided.

The solo activities of the trainee will be monitored by the TO and a supervisor.

The work performance of the trainee will be evaluated and recorded by the TO. Areas of deficiency will be discussed and remedial training provided if deemed necessary by the TO.

306.4.5 FIFTH PHASE - WORKING INDEPENDENTLY WITH SUPERVISION
Provided that there are no concerns about the trainee's ability, the trainee will be assigned to a shift and will be supervised regularly by the supervisor.

The supervisor, in consultation with the TO and the Superintendent, will make a recommendation to pass the trainee on to their assignment, to continue training, or to terminate the trainee.

306.5 PROBATIONARY PERIOD EVALUATION
Probationary employees will receive a written evaluation of their job skills and learning progress at least once a month or at the completion of each phase of training, whichever occurs first. Prior to becoming permanently appointed, each probationary employee will receive a final evaluation.

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These evaluations shall be in writing and discussed with the employee by their supervisor. The final evaluation shall be made a part of the employee's personnel record.

306.6 TRAINING OBJECTIVES

The objectives of the training program are to accomplish the following:

(a) Improve the competency of members at all levels

(b) Ensure that members can carry out the mission of the Department through a thoroughly demonstrated knowledge of department policies and procedures

(c) Increase the technical expertise and overall effectiveness of members

(d) Provide for continued professional development of department members

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Specialized Training

307.1 PURPOSE AND SCOPE

Correctional Deputies who are assigned to specialized duties will receive training commensurate with the complexity of their specialty and must be able to demonstrate proficiency in the specific skills related to their specialized function.

307.2 QUALIFICATIONS

To be eligible for assignment to a specialized duty, Correctional Deputies are required to be off probation and to have at least three years of experience as a correctional deputy.

307.3 TRAINING

The Training Officer is responsible for ensuring that all personnel who are assigned to a specialized duty will receive training in accordance to regulations.

The Department will use courses certified by a competent government or standards-setting organization whenever practicable. All training should include testing to identify and document the employee's knowledge in the subject matter presented.

It shall be the responsibility of the employee to provide the Training Officer or immediate Sergeant with evidence of completed training and education in a timely manner. The Training Officer or Sergeant shall ensure that copies of training records are placed in the employee's training file.

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Firearms Training

308.1 PURPOSE AND SCOPE

This policy is intended to ensure that all personnel legally assigned a firearm will develop proficiency in the use, care and safety of firearms through a regular training schedule in accordance with all laws and regulations.

308.2 FIREARMS TRAINING

All personnel authorized to use firearms shall receive training in accordance with state law before being assigned to a post involving the possible use of such weapons (RCW 10.93.020).

Notwithstanding any statutory and regulatory requirements, at a minimum, firearms training will cover the laws, use, safety, safety equipment and care of firearms and the constraints on their use.

Whenever possible, the Department will use courses certified by a competent government or standards-setting organization. Whenever training is provided by the Department, the Training Officer should ensure that a course outline and/or lesson plan, a roster signed and dated by those in attendance and the name of the person coordinating the event are on file.

Personnel who are authorized to carry a firearm in the performance of their duties are required to maintain proficiency with firearms used in the course of their assignment. All custody personnel who carry firearms are required to qualify quarterly with their duty weapon on an approved range course.

The Rangemaster shall keep accurate records of semi-annual qualifications, repairs, maintenance, and training records as directed by the Training Officer. In addition to regular qualification schedules, the Rangemaster shall be responsible for providing all affected personnel with annual practical training that is designed to simulate situations that may occur in a custody facility setting. At least annually, all personnel carrying a firearm will receive training on the Use of Force Policy and demonstrate their knowledge and understanding by passing either a performance or written test.

308.3 FIREARMS NON-QUALIFICATION

If any staff member is unable to qualify for any reason, including injury, illness, duty status or scheduling conflict, that staff member shall submit a memorandum to his/her immediate Sergeant prior to the end of the required shooting period.

Members who repeatedly fail to qualify will be relieved from the assignment that authorized a firearm; appropriate disciplinary action may follow.

Personnel who fail to qualify on their first shooting attempt shall be provided remedial training until proficiency is demonstrated, and will be subject to the following requirements:

(a) Additional range assignments may be required until consistent weapon proficiency is demonstrated.

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(b) Members shall be given credit for a range qualification after remedial training and a qualifying score is obtained.

(c) No range credit will be given for the following:

1. Unauthorized range makeup
2. Failure to qualify after remedial training

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Chemical Agents

309.1 PURPOSE AND SCOPE

This policy establishes the required training for Correctional Deputies to be authorized to carry and use chemical agents and identifies the appropriate medical treatment of individuals exposed to a chemical agent.

309.2 POLICY

The Department authorizes the use of selected chemical agents. Chemical agents are weapons used to minimize the potential for injury to Correctional Deputies, inmates and others. Chemical agents should only be used in situations where such force reasonably appears justified and necessary.

309.3 CHEMICAL AGENT TRAINING

Only Correctional Deputies trained and having shown adequate proficiency in the use of any chemical agent and the Use of Force Policy are authorized to carry the device.

(a) The Training Officer shall ensure that appropriate training for all chemical agents occurs annually at minimum.

(b) All initial and proficiency training for chemical agents will be documented in the Correctional Deputy's training file.

(c) Correctional Deputies failing to demonstrate continuing proficiency with chemical agents or knowledge of the Use of Force Policy will lose their authorization to carry or use the devices and will be provided remedial training. If, after two remedial training sessions, a correctional deputy fails to demonstrate proficiency with chemical agents or knowledge of the Use of Force Policy, the Correctional Deputy may be subject to discipline.

(d) The Training Officer shall be responsible for ensuring that all personnel who are authorized to use chemical agents have also been trained in the proper medical treatment of persons who have been affected by the use of chemical agents. Training should include the initial treatment, (e.g., providing the proper solution to cleanse the affected area) and knowing when to summon medical personnel for more severe effects.

309.4 PROFICIENCY TESTING

The Training Officer shall ensure that all training delivered to staff should also test proficiency in order to document that the employee understands the subject matter, and that proficiency training is monitored and documented by a certified weapons or tactical instructor.

309.5 TRAINING RECORDS

It shall be the responsibility of the Training Officer to ensure that the following is maintained on file for all training provided by the Department:

- A course outline or lesson plan

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- A roster signed and dated by those in attendance
- The name of the person coordinating the training

The Training Officer shall ensure that copies of such training records are placed in the employee's training file and retained in accordance with established records retention schedules (WAC 44-14-03005).

309.6 REVIEW, INSPECTION AND APPROVAL

Every chemical agent delivery device will be periodically inspected by the Rangemaster or the designated instructor for a particular device.

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Prison Rape Elimination Act Training

310.1 PURPOSE AND SCOPE

This policy establishes an education and training process related to implementation of the Prison Rape Elimination Act of 2003 (PREA) and the implementing regulation (PREA Rule) (28 CFR 115.5 et seq.).

310.2 POLICY

The Ferry County Sheriff's Office endeavors to comply with the training standards in the PREA Rule and to ensure that all staff, volunteers and contractors are aware of their responsibilities and that staff, volunteers, contractors and inmates are aware of the policies and procedures of the facility as they relate to PREA.

Individuals who are considered professional visitors, e.g. legal counsel or investigators, will be advised of the department policy on sexual abuse and the provisions of the PREA.

Professional visitors may be required to sign and acknowledgement that they have read and understand the department policy on sexual abuse.

310.3 MEMBER TRAINING

All staff, volunteers and contractors who may have contact with inmates shall receive department-approved training on the prevention and detection of sexual abuse and sexual harassment within this facility. The Training Officer shall ensure that the staff receives training and testing in prevention and intervention techniques, that they have sufficient knowledge to answer any questions the arrestees and inmates may have regarding sexual assault or abuse, and that they are familiar enough with the reporting process to take an initial report of a sexual assault or abuse. The Training Officer shall be responsible for developing and administering this training, covering at minimum (28 CFR 115.31; 28 CFR 115.32):

- The zero-tolerance policy for sexual abuse and sexual harassment and how to report such incidents.
- The dynamics of sexual abuse and sexual harassment in confinement.
- The common reactions of sexual abuse and sexual harassment victims.
- Prevention and intervention techniques to avoid sexual abuse and sexual harassment in the jail.
- Procedures for the investigation of a report of sexual abuse and/or sexual harassment.
- Individual responsibilities under sexual abuse and sexual harassment prevention, detection, reporting and response policies and procedures.
- An individual’s right to be free from sexual abuse and sexual harassment.
- The right of inmates to be free from retaliation for reporting sexual abuse and sexual harassment.

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- How to detect and respond to signs of threatened and actual sexual abuse.
- How to communicate effectively and professionally with inmates, including lesbian, gay, bisexual, transgender, intersex or gender non-conforming inmates.
- How to comply with relevant laws related to mandatory reporting of sexual abuse and sexual harassment to outside authorities.
- How to avoid inappropriate relationships with inmates.

Training shall be tailored according to the sex of the inmates at the facility. Staff should receive additional training on security measures and the separation of male and female populations in the same facility if the staff has been reassigned from a facility that houses only male or female inmates.

Training should include written testing to validate knowledge and understanding of the material. The Training Officer shall document, through signature or electronic verification, that staff, volunteers and contractors have received and understand the training. The Training Section will maintain training records on all staff receiving training in accordance with procedures developed by the Training Officer.

The Training Officer shall ensure that members undergo annual refresher training that covers the department's sexual abuse and sexual harassment policies and related procedures (28 CFR 115.31).

310.4 SPECIALIZED MEDICAL TRAINING

All full- and part-time qualified health care and mental health professionals who work regularly in the facility shall receive all of the member training listed above, as well as training that includes (28 CFR 115.35):

(a) Detecting and assessing signs of sexual abuse and sexual harassment.

(b) Preserving physical evidence of sexual abuse.

(c) Responding effectively and professionally to victims of sexual abuse and sexual harassment.

(d) Reporting allegations or suspicions of sexual abuse and sexual harassment.

If the qualified health care and mental health professionals employed by this facility conduct forensic examinations, they shall receive the appropriate training to conduct such examinations.

The Training Officer shall maintain documentation that the facility's health care and mental health professionals have received the training referenced above, either from this department or elsewhere.

310.5 SPECIALIZED INVESTIGATIVE TRAINING

Specialized investigative training for investigators shall include the uniform evidence protocol to maximize potential for obtaining useable physical evidence; techniques for interviewing sexual abuse victims; proper use of *Miranda* and *Garrity* warnings; sexual abuse evidence collection

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in confinement settings; and the criteria and evidence required to substantiate a case for administrative action or referral for prosecution (28 CFR 115.21; 28 CFR 115.34).

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Health Care Staff Orientation

311.1 PURPOSE AND SCOPE

The purpose of this policy is to establish an orientation period for all new health care staff working in the facility, in cooperation with the health authority. The goal is to improve the competency of the health care staff and the effectiveness of the care delivered, as well as to maintain the safety and security of the custody environment and to comply with all applicable laws, regulations and national health care standards observed by the Department.

311.2 NEW HEALTH CARE STAFF ORIENTATION

All new health care staff shall complete an orientation program before independently working in their assignments. At a minimum, the orientation program will cover the following:

- The purpose, goals, policies and procedures for the Ferry County Sheriff's Office
- Security and contraband regulations
- Access control to include use of keys
- Appropriate conduct with inmates
- Responsibilities and rights of facility employees and contractors
- Universal and standard precautions
- Occupational exposure
- Personal protective equipment (PPE)
- Biohazardous waste disposal
- An overview of the correctional field as it relates to custody functions
- Issues relating to manipulation of staff by inmates, identification of behaviors and tactics and the approved responses to these acts including notification of supervisors
- Health care delivery protocols

311.3 HEALTH CARE STAFF REFRESHER TRAINING

All health care staff shall meet refresher-training requirements as established by the local public health entity or the minimum licensing requirements as established by the state licensing body.

311.4 FACILITY-SPECIFIC TRAINING

The Training Officer should include these staff members in training and training exercises relative to facility safety and security including, but not limited to, the following:

- Emergency medical triage in the facility
- Emergency evacuation routes and procedures
- Communication systems during facility emergencies
- Security during facility emergencies

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- Qualified health care professional response during "officer down" incidents
- Responding to critical facility emergencies
- Facility hostage policy and medical response tactics
- Medical emergency transportation procedures
- Media relations

311.5 TESTING

All training delivered to qualified health care professionals should include a testing component to document that the employees understand the subject material.

311.6 TRAINING RECORDS

The Training Officer, in coordination with the Responsible Physician, shall be responsible for developing and maintaining training records in accordance with established records retention schedules (WAC 44-14-03005). The Training Officer shall also maintain a file of professional licensure and certifications for each member of the health care staff.

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Volunteer Program

312.1 PURPOSE AND SCOPE

It is the policy of this department to use qualified volunteers to assist in the daily operation through their contribution of services to the inmates and the families of inmates, and to serve as a link between the facility and the community. Volunteers are intended to supplement and support, rather than supplant Correctional Deputies and other personnel. Volunteers can be an important part of any organization and are proven to be a valuable asset to corrections institutions.

312.1.1 DEFINITION OF VOLUNTEER

An individual who performs a service for the Department without promise, expectation or receipt of compensation for services rendered. This may include unpaid chaplains, interns, inmate reentry programs personnel, other support programs, and persons providing administrative support.

312.2 VOLUNTEER PROGRAM MANAGEMENT

312.2.1 PROGRAM COORDINATOR

The program coordinator shall be appointed by the Superintendent. The function of the program coordinator is to provide a central coordinating point for effective program management within the Department, and to direct and assist staff and volunteer efforts to provide more productive services. The program coordinator should work with other Department staff on an ongoing basis to assist in the development and implementation of volunteer positions.

The program coordinator or the authorized designee shall be responsible for:

(a) Developing and maintaining a volunteer recruiting plan.

(b) Developing and maintaining a handbook that minimally identifies expectations and the lines of authority, responsibility and accountability for the various volunteer assignments.

(c) Recruiting, selecting and training qualified volunteers for various positions.

(d) Facilitating the implementation of new volunteer activities and assignments.

(e) Maintaining records for each volunteer.

(f) Tracking and evaluating the contribution of volunteers.

(g) Maintaining a record of volunteer schedules and work hours.

(h) Completion and dissemination as appropriate of all necessary paperwork and information.

(i) Planning periodic recognition events.

(j) Administering discipline when warranted.

(k) Maintaining liaison with other community programs that use volunteers and assisting in community efforts to recognize and promote volunteering.

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312.2.2 RECRUITMENT

Volunteers should be recruited on a continuous and ongoing basis in accordance with department policy on equal opportunity non-discriminatory employment. A primary qualification for participation should be an interest in, and an ability to assist the Department in serving the public.

Requests for volunteers should be submitted in writing by interested staff to the program coordinator through the requester's immediate supervisor. A complete position description, including when the volunteer would be needed, should be included in the request. All parties should understand that the recruitment of volunteers is enhanced by creative and interesting assignments. The program coordinator may withhold assignment of any volunteer until such time as the requesting unit is prepared to make effective use of volunteer resources.

312.2.3 SCREENING

All prospective volunteers should complete the volunteer application form. The program coordinator or the authorized designee should conduct a face-to-face interview with an applicant under consideration.

A documented background investigation shall be completed on each volunteer applicant and shall include, but not necessarily be limited to, the following:

(a) Traffic and criminal background check; fingerprints shall be obtained from applicants and processed through the Criminal Information Index (CII).

(b) Employment

(c) References

(d) Credit check

312.2.4 SELECTION AND PLACEMENT

Service as a volunteer with the Department shall begin with an official notice of acceptance or appointment to a volunteer position. Notice may only be given by an authorized representative of the Department, normally the program coordinator. No volunteer should begin any assignment until he/she has been officially accepted for the position. Each volunteer should complete all required enrollment paperwork and will receive a copy of his/her position description and agreement of service with the Department.

Volunteers should be placed only in assignments or programs that are consistent with their knowledge, skills, abilities and the needs of the facility.

312.2.5 TRAINING

The program coordinator or the authorized designee shall be responsible for developing and maintaining training curriculum and any related forms specific to volunteer assignments. The program coordinator or the authorized designee shall be responsible for ensuring that volunteers are provided with an orientation program to acquaint them with the Department, personnel, and policies and procedures that have a direct impact on their work assignment. The training/ orientation will include, but not be limited to, the following topics:

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(a) Department policies and procedures

(b) Rules related to contraband in the facility

(c) Prohibition on carrying weapons in the facility

(d) Volunteer/offender relationship and general rules of conduct

(e) Safety and emergency information

(f) An overview and history of the Department

The program coordinator shall be responsible for creating and maintaining records of all training provided to each volunteer.

Volunteers should receive position training by their immediate supervisor to ensure they have adequate knowledge and skills to complete tasks required by the position. They should receive periodic ongoing training as deemed appropriate by their supervisor or the program coordinator.

Training should reinforce to volunteers that they may not intentionally represent themselves as, or by omission infer, that they are Correctional Deputies or other employees of the Department. They shall always represent themselves as volunteers.

All volunteers shall comply with the rules of conduct and with all orders and directives, either oral or written, issued by the Department.

312.2.6 FITNESS FOR DUTY

No volunteer shall report to work or be on-duty when his/her mental or physical condition has been impaired by alcohol, medication or other substances, or when the volunteer is experiencing illness or injury.

Volunteers shall report to their Sergeant any changes in status that may affect their ability to fulfill their duties. This includes, but is not limited to, the following:

(a) Driver's license status, if driving is part of the duties of the assignment

(b) Any medical condition that might impair the volunteer's ability to perform the duties of the position

(c) Arrests

(d) Criminal investigations

(e) The detention of family members, work associates or immediate friends

All volunteers shall adhere to the guidelines set forth by this department regarding drug and alcohol use.

312.2.7 DRESS CODE

As representatives of the Department, volunteers should present a professional image to the community. Volunteers shall dress appropriately for the conditions and performance of their duties.

Volunteers shall conform to department-approved dress in accordance with their duty assignment. Uniforms authorized for volunteers should be readily distinguishable from those worn by

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Correctional Deputies. The uniform or identifiable parts of the uniform shall not be worn while off-duty. However, volunteers may choose to wear the uniform while in transit to or from official department assignments or functions, provided an outer garment is worn over the uniform shirt to avoid bringing attention to the volunteer while he/she is off-duty.

Volunteers shall be required to return any issued uniform or department property at the termination of service.

312.3 SUPERVISION OF VOLUNTEERS

Each volunteer who is accepted to a position with the Department and assigned to the jail must have a clearly identified supervisor who is responsible for direct management of that volunteer. This supervisor will be responsible for day-to-day management and guidance of the work of the volunteer and should be available to the volunteer for consultation and assistance.

A volunteer may be assigned and act as a supervisor of other volunteers, provided that the supervising volunteer is under the direct supervision of a paid staff member.

Functional supervision of volunteers is the responsibility of the supervisor in charge of the unit where the volunteer is assigned. The following are some considerations to keep in mind while supervising volunteers:

(a) Take the time to introduce volunteers to employees on all levels.

(b) Ensure volunteers have work space and necessary office supplies.

(c) Make sure the work is challenging. Do not hesitate to give them an assignment or task that will tap these valuable resources.

312.4 CONFIDENTIALITY

With appropriate security clearance, volunteers may have access to confidential information, such as criminal histories or investigative files. Unless otherwise directed by a supervisor or department policy, all information shall be considered confidential. Only that information specifically identified and approved by authorized personnel shall be released. Confidential information shall be given only to persons who have a need and a right to know, as determined by department policy and supervisory personnel.

Each volunteer will be required to sign a nondisclosure agreement before being given an assignment with the Department. Subsequent unauthorized disclosure of any confidential information, verbally, in writing or by any other means, by the volunteer is grounds for immediate dismissal and possible criminal prosecution.

Volunteers shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to a newspaper or other periodical, release or divulge any information concerning the activities of the Department, or maintain that they represent the Department in such matters without permission from the proper department personnel.

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312.5 DISCIPLINARY PROCEDURES/TERMINATION

A volunteer may be removed from the volunteer program at the discretion of the Superintendent, Superintendent or the program coordinator. Volunteers shall have no property interests in their continued appointment.

Volunteers may resign from volunteer service with the Department at any time. It is requested that volunteers who intend to resign provide advance notice of their departure and a reason for their decision.

312.5.1 EXIT INTERVIEWS

Exit interviews, when practicable, should be conducted with volunteers who are leaving their positions. The interview should attempt to ascertain the reason for leaving the position and solicit the volunteer's suggestions on improving the position. When appropriate, the interview should also include a discussion on the possibility of involvement in some other capacity with the Department.

312.6 EVALUATION

An evaluation of the overall volunteer program will be conducted on an annual basis by the program coordinator. Regular evaluations should be conducted with volunteers to ensure the best use of human resources, to ensure personnel problems can be identified and dealt with promptly and fairly, and to ensure optimum satisfaction on the part of volunteers. Criminal history checks will be conducted annually.

312.7 VOLUNTEER REGISTRATION

All volunteers shall be registered with the Department for insurance purposes, and each volunteer shall be issued an identification card. The facility shall maintain an identification record for each volunteer that includes a photograph, home address, current telephone numbers, background certification, training/orientation certifications, and list of special skills, languages spoken or volunteer specialty.

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Turnover Training

313.1 PURPOSE AND SCOPE

Turnover training is generally conducted at the beginning of the Correctional Deputy's assigned shift. Turnover training provides an opportunity for an important exchange of information between employees and Sergeants.

313.2 POLICY

Turnover training covers a wide range of topics selected by the management/supervisory and training staff.

The Sergeant conducting turnover training is responsible for the preparation of the materials necessary for constructive training. Sergeants may delegate this responsibility to a subordinate Correctional Deputy in their absence or for training purposes. The turnover training will be based upon a structured program to provide topics related to, but not limited to, the following:

- Custody facility policies and procedures
- Departmental Directives not yet established into policy
- Reviewing recent incidents for training purposes
- In preparation or response to an unusual occurrence
- Statutory requirements or court orders
- Operation of new equipment, including computer software
- Notifying the staff of changes in schedules and assignments
- Any other topic as determined by the Superintendent or Superintendent

313.3 COMPUTER-BASED TRAINING OPTIONS

The Lexipol Daily Training Bulletins (DTBs) is a web-based system that provides training on the Ferry County Sheriff's Office Custody Manual and other important topics. Generally, 20 training bulletins are available for the month. However, the number of DTBs may be adjusted by the Training Officer.

Personnel assigned to participate in DTBs should only use the password and login name assigned to them by the Training Officer. Personnel should not share their password with others and should frequently change their password to protect the security of the system. After each session, employees should logoff the system to prevent unauthorized access. The content of the DTBs is copyrighted material and shall not be shared with others outside of the Department.

Employees who are assigned to participate in the DTB program should complete each DTB at the beginning of their shift or as otherwise directed by their supervisor. Employees should not allow uncompleted DTBs to build up over time. Personnel may be required to complete DTBs missed during extended absences (e.g., vacation, medical leave) upon returning to duty. Although the DTB system can be accessed from any Internet-active computer, employees shall only take DTBs

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as part of their on-duty assignment as there will be no authorization for taking or viewing DTBs while off-duty.

Sergeants will be responsible for monitoring the progress of personnel under their command to ensure compliance with this policy.

313.4 TRAINING RECORDS

The Training Officer will assist the Sergeants with identifying relevant topics for delivery during turnover training and will be responsible for maintaining all turnover training records.

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Training Plan

314.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a training plan that will provide for the professional growth and continued development of facility personnel and to forecast annual funding needs for future training. By doing so, the Department will ensure its personnel possess the knowledge and skills necessary to professionally manage the inmate population.

314.2 POLICY

The Training Officer shall conduct an annual training needs assessment to determine the training needs of all members based upon state laws, regulations, certification requirements, and continued professional training requirements.

A training plan shall be based on the assessment. It is the responsibility of the Training Officer to develop, maintain, review, and update the training plan on an annual basis.

The annual training plan should be presented to the management staff for review. The approved training plan should include the annual funding requirements forecast by the Training Officer. The Training Officer shall coordinate with the budgeting office to develop a funding source for all mandatory training.

The Superintendent or the authorized designee shall have final approval of the training plan and the budget to ensure that the training to be delivered is fiscally responsible and meets the mission of the Department.

The Training Officer will execute the training plan on behalf of the Superintendent.

314.3 TRAINING OFFICER

A qualified individual shall be appointed by the Superintendent or the authorized designee to serve as the Training Officer, who shall report to the Superintendent or the authorized designee.

Full-time members who are assigned to be trainers shall receive specialized instruction, which at a minimum shall include a 40-hour train-the-trainers course.

The Training Officer is responsible for developing an annual training plan. The plan should ensure that members meet all state law and certification requirements, any specialty training required for specialty assignments, and all continued professional training requirements. The plan should include a process to review course content and quality, typically by way of attendee feedback and/or a course audit by the training staff.

314.4 TRAINING RECORDS

An individual training file shall be maintained by the Training Officer or the authorized designee for each member. Training files shall contain records of all training and education (original or photocopies of available certificates, transcripts, diplomas, and other documentation) for all members.

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The maintenance of the training records shall be in sufficient detail as to comply with any outside audit requirements (28 CFR 115.34).

It shall be the responsibility of the involved member to provide their immediate supervisor or the Training Officer with evidence of completed training or education in a timely manner.

The Training Officer or supervisor shall ensure that copies of such training records are placed in the member's training file.

Training records shall contain the following information:

- Name of the member
- Date of hire
- Education and training background (education and training received prior to hire)
- Type of training received
- Date the training was received and successfully completed
- Title of the training and name of the provider
- Test scores or training benchmarks

The Training Officer shall also be responsible for documenting the waivers of the training requirements based upon equivalent training received before employment or demonstrated competency through proficiency testing.

314.5 COURSE CERTIFICATION/QUALITY ASSURANCE

Training courses should be subject to a quality assurance process that, at a minimum, provides:

- A complete description of the course, including the number of certified training hours achieved.
- A curriculum including job-related topics and content and performance objectives.

Training should not only include the minimum number of hours required annually but also instruction specific to tasks performed by members in the facility. Courses should include a testing component that shows a measurable transfer of knowledge and a mastery of topics.

314.5.1 COURSE RECORDS

It shall be the responsibility of the Training Officer to ensure that the following is maintained on file for all training provided by the Department:

- The course outline or lesson plan
- A roster signed and dated by those in attendance
- The name of the person coordinating the training
- The credentials of all presenters and instructors

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314.6 TRAINING COMMITTEE

The Training Officer shall establish a training committee that will serve to assist with identifying training needs for the Department. The training committee shall comprise at least three members, with the senior ranking member of the committee acting as the chairperson. Members should be selected based on their abilities at post-incident evaluation and at assessing related training needs.

The Training Officer may remove or replace members of the committee at the Training Officer's discretion. The training committee should review certain incidents, as detailed below, to determine whether training would likely improve future outcomes, or would reduce or prevent the recurrence of an incident. Specific incidents the training committee should review include but are not limited to:

(a) Any incident involving the death or serious injury of a member.

(b) Incidents involving a high risk of death, serious injury, or civil liability.

(c) Incidents identified by a supervisor as appropriate to review to identify possible training needs.

The training committee should convene on a regular basis, as determined by the Training Officer, to review the identified incidents. The committee shall determine by consensus whether a training need exists and then submit a written recommendation to the Training Officer. The recommendation should not identify specific facts of any incident, such as identities of members involved or the date, time, and location of the incident, but should focus on the type of training being recommended.

The Training Officer will consider the recommendation of the committee and determine what training should be addressed, taking into consideration the mission of the Department and available resources.

314.7 TRAINING PROCEDURES

All members assigned to attend training shall attend as scheduled, unless previously excused by their immediate supervisors or the Training Officer.

(a) Excused absences from mandatory training should be limited to the following:

1. Court appearances
2. Authorized vacation
3. Sick leave
4. Physical limitations preventing the member's participation
5. Emergency situations
6. Leave under state or federal law (e.g., Family Medical Leave Act)

(b) When a member is unable to attend mandatory training, that member shall:

1. Notify their supervisor as soon as possible but no later than one hour prior to the start of training.

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2. Document their absence in a memorandum to the supervisor.
3. Make arrangements through the supervisor and the Training Officer to attend the required training on an alternate date.

(c) All training programs, whether in-house or outside the facility, are considered on-duty work assignments, and the following should apply:

1. Uniform or business casual attire is required unless otherwise indicated.
2. Members should participate during training.
3. Members shall display a professional demeanor.
4. Members shall adhere to the Drug- and Alcohol-Free Workplace Policy.

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Reporting of Employee Arrests, Convictions and Court Orders

316.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the notification requirements and procedures that members must follow when certain arrests, convictions and court orders restrict their ability to perform the official duties and responsibilities of the Ferry County Sheriff's Office. This policy will also describe the notification requirements and procedures that certain retired Correctional Deputies must follow when an arrest, conviction, or court order disqualifies them from possessing a firearm (RCW 43.101.135).

316.2 POLICY

The Ferry County Sheriff's Office requires disclosure of member arrests, convictions and certain court orders to maintain the high standards, ethics and integrity in its workforce, and to ensure compatibility with the duties and responsibilities of the Department.

316.3 DOMESTIC VIOLENCE CONVICTIONS AND RESTRAINING ORDERS

Federal and Washington law prohibit individuals convicted of certain offenses and individuals subject to certain court orders from lawfully possessing firearms. Such convictions and court orders often involve allegations of the use or attempted use of force, or threatened use of a weapon on any individual in a domestic relationship (e.g., spouse, cohabitant, parent, child) (18 USC § 922; RCW 9.41.040; RCW 9.41.801).

All members and retired Correctional Deputies with identification cards issued by the Department are responsible for ensuring that they have not been disqualified from possessing firearms by any such conviction or court order, and shall promptly report any such conviction or court order to a supervisor, as provided in this policy.

316.4 OTHER CRIMINAL CONVICTIONS AND COURT ORDERS

Washington law prohibits individuals convicted of serious felonies enumerated in RCW 9.41.040 from lawfully possessing firearms.

While legal restrictions may or may not be imposed by statute or by the courts upon conviction of any criminal offense, criminal conduct by members of this department may be inherently in conflict with law enforcement duties and the public trust, and shall be reported as provided in this policy.

316.5 REPORTING PROCEDURE

All members and all retired Correctional Deputies with an identification card issued by the Department shall immediately notify their supervisors (retired Correctional Deputies should immediately notify the Sergeant or the Superintendent) in writing of any past or current criminal detention, arrest, charge, plea, or conviction in any state or foreign country, regardless of whether the matter was dropped or rejected, is currently pending, or is on appeal, and regardless of the penalty or sentence, if any.

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Reporting of Employee Arrests, Convictions and Court Orders

All members and all retired Correctional Deputies with an identification card issued by the Department shall immediately notify their supervisors (retired Correctional Deputies should immediately notify the Sergeant or the Superintendent) in writing if they become the subject of a domestic violence-related order or any court order that prevents the member or retired Correctional Deputy from possessing a firearm.

Any member whose criminal arrest, conviction, or court order restricts or prohibits that member from fully and properly performing his/her duties, including carrying a firearm, may be disciplined. This includes but is not limited to being placed on administrative leave, reassignment, and/or termination. Any effort to remove such disqualification or restriction shall remain entirely the responsibility of the member, on his/her own time and at his/her own expense.

Any employee failing to provide prompt written notice pursuant to this policy shall be subject to discipline, up to and including termination.

Retired Correctional Deputies may have their identification cards rescinded or modified, as may be appropriate.

316.5.1 NOTIFICATION TO CRIMINAL JUSTICE TRAINING COMMISSION

The Superintendent or the authorized designee shall ensure notification is made to the Criminal Justice Training Commission within 15 days of learning that a correctional deputy has been charged with a crime (RCW 43.101.135).

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Chapter 4 - Emergency Planning

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Facility Emergencies

400.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a plan to appropriately respond to emergencies within the facility and to ensure all affected personnel receive timely training regarding emergency response. This policy is intended to protect the community, employees, visitors, inmates and all others who enter the jail, while allowing the facility to fulfill its primary purpose.

Facility emergencies related to fire will be addressed in the Fire Safety Policy.

400.2 POLICY

It is the policy of this department to have emergency response plans in place to quickly and effectively respond to and minimize the severity of any emergency within the facility.

400.3 PROCEDURE

The Superintendent should develop, publish and review emergency response plans that address the following:

(a) Escapes

(b) Disturbances/Riots

(c) Taking of hostages

(d) Civil disturbances

(e) Natural disasters

(f) Periodic testing of emergency equipment

(g) Other emergencies as needs are identified

The facility emergency response plans are intended to provide the staff with current methods, guidelines and training for minimizing the number and severity of emergency events that may threaten the security of the facility or compromise the safety of staff, inmates or the community.

The emergency response plans are intended to provide information on specific assignments and tasks for personnel. Where appropriate, the emergency response plans will include persons and emergency departments to be notified.

The emergency response plans should include procedures for continuing to house inmates in the facility; the identification of alternative facilities outside the boundaries of the disaster or threat and the potential capacity of those facilities; inmate transportation options; and contact information for allied agencies.

The emergency response plans shall be made available to the staff, volunteers and contractors working in the facility as needed.

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400.4 LOCKDOWN

Upon detecting any significant incident that threatens the security of the facility, such as a riot or hostage situation, staff shall immediately notify Central Control and the Sergeant. The Sergeant, or in his/her absence Central Control, may determine whether to order a partial or full lockdown of the facility and shall notify the Superintendent as soon as practicable.

If a lockdown is ordered, all inmates will be directed back to their housing units/cells. All inmates in transit within the facility will either be escorted back to their housing units/cells or to another secure location (holding cell). The Sergeant should instruct any staff not directly involved in the lockdown to escort any visitors and non-essential contractors out of the facility.

A headcount shall be immediately conducted for all inmates, visitors, contractors and staff. The Sergeant shall be immediately notified of the status of the headcount. If any person is unaccounted for the Sergeant shall direct an immediate search of the facility and notify the Superintendent of the situation as soon as practicable.

Lockdown is not to be used as a form of punishment. It may only be used to ensure order.

400.4.1 COMMUNICATION

If deemed necessary, the Sergeant may request that the telephone company cut, reroute or divert telephone lines for the purpose of preventing telephone communication between the inmates and any person other than a peace officer or a person authorized by the Sergeant (RCW 70.85.110 and RCW 70.85.100).

400.5 HUNGER STRIKE

Upon being made aware that one or more inmates is engaging in a hunger strike, the staff will notify the Sergeant, who will notify the Superintendent. The Superintendent should evaluate the basis for the strike and seek an appropriate resolution.

Should the Superintendent be unable to resolve the grievance leading to the strike, the Superintendent will notify the Sheriff and provide updates on the status of the hunger strike.

400.5.1 NOTIFICATION OF QUALIFIED HEALTH CARE PROFESSIONALS

The Superintendent or the authorized designee should notify the Responsible Physician to review, coordinate and document any medical actions taken, based upon protocols and/or at the direction of qualified health care professionals, in response to a hunger strike.

Qualified health care professionals should monitor the health of inmates involved in the hunger strike and make recommendations to the Superintendent or the supervisory staff responsible for oversight of the incident.

If an inmate is engaging in a hunger strike due to a mental condition, the appropriate medical protocols for mental illness will be followed.

400.5.2 RESPONSE TO HUNGER STRIKES

Beginning at the line staff level, a resolution to grievances should be sought at the lowest level. The Inmate Grievances Policy shall guide staff on resolving inmate grievances.

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If the hunger strike remains unresolved, the Superintendent may direct the appropriate staff to examine the inmate commissary purchases made in advance of the hunger strike, and to monitor commissary purchases made during the hunger strike. Additional staff should be directed to observe the cell area, including trash containers, of the inmates involved for evidence of food items purchased from the commissary and of food hoarding.

400.5.3 LEGAL GUIDANCE

If attempts to resolve the grievance are unsuccessful or not reasonably possible, the Superintendent should consider consulting with legal resources as appropriate to develop other steps to resolve the issues.

400.6 RESPONSE TO DISTURBANCES

The staff should attempt to minimize the disruption to normal facility operations caused by a disturbance by attempting to isolate the disturbance to the extent possible. The staff should immediately notify the Sergeant or the Superintendent of the incident. The Sergeant or Superintendent may direct additional staff as needed to resolve the disturbance.

400.6.1 NOTIFICATIONS

The Sergeant should notify the Sheriff of the disturbance as soon as practicable. Based on the seriousness of the event, the Superintendent should notify the Superintendent.

400.6.2 NOTIFICATION OF QUALIFIED HEALTH CARE PROFESSIONALS

The Superintendent or the authorized designee should notify the appropriate qualified health care professionals in order to review, coordinate and document medical actions based upon protocols and/or at the direction of the Responsible Physician.

400.6.3 REPORTING

The Sergeant or Superintendent should direct that an incident report be completed containing the details of the disturbance no later than the end of the shift. If appropriate, a crime report shall be initiated and prosecution sought.

400.7 RIOTS

Riots occur when an unruly inmate or inmates forcibly and/or violently take control or attempt to take control of any area within the confines of the jail.

Staff should make reasonable attempts to prevent inmate-on-inmate violence but should take measures to avoid being engulfed in the problem, thereby exacerbating the situation.

400.7.1 RESPONSE TO RIOTS

Once the area of the disturbance is secured and isolated from other areas of the facility, time is generally on the side of staff. If possible, the process of quelling the disturbance should slow down in order for staff to develop response plans, to ensure there are adequate facility personnel to effectively take the required actions, and that responding staff are appropriately equipped with protective gear.

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Staff should evaluate their response given the totality of circumstances in any situation, but generally should not enter the space where a riot is occurring until sufficient staff members are present to safely suppress the riot. Nothing in this policy shall prohibit any staff member from assisting staff members who are being assaulted.

All inmates who have participated in a riot shall be separated and secured as soon as practicable. If necessary, injured inmates shall receive a medical evaluation and treatment. If the injured inmate is medically cleared to remain in the jail, he/she will be reclassified and moved to appropriate housing.

Other housing units must be secured, with sufficient staff remaining at their posts to continue to supervise the unaffected units. When the riot has been suppressed, all involved staff must immediately return to their assigned posts.

400.7.2 QUALIFIED HEALTH CARE PROFESSIONAL RESPONSE

A Sergeant or the authorized designee should notify the qualified health care professionals and identify a staging area for medical emergency responders and for medical triage should it appear to be necessary.

The Responsible Physician or the authorized designee should be included in developing the response plan as it relates to the potential for a medical response, medical triage and treatment activities, and the safety and security of medical personnel during the incident.

400.7.3 NOTIFICATIONS

As soon as practicable, the Sergeant or a responsible staff member shall notify the Superintendent, who in turn, shall notify the Sheriff.

400.7.4 REPORTING

The Superintendent or Sergeant shall direct that a report be written detailing the incident by the end of the shift. If appropriate, a crime report will also be prepared by the responsible law enforcement agency.

400.7.5 DEBRIEFING

All responding staff, including medical responders, shall be debriefed on the incident as soon as practicable after the conclusion of the emergency incident. The staff shall examine the incident from the perspective of what worked, what actions were less than optimal and how the response to a future incident might be improved.

If appropriate, the details of the incident will be used to develop a training course for responding to facility disturbances. The goal of any debriefing process is continuous improvement. The debriefing should be focused on the incident and an improved response. A moderator should be used to ensure that no individual or group involved in the response is publicly ridiculed.

400.8 HOSTAGES

The Department does not recognize the taking of hostages as a reason to relinquish control of the jail environment. All staff, inmates, visitors, volunteers and contractors shall be informed of the “no

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hostage" policy prior to entering the facility for the first time and shall sign an acknowledgment, which the facility shall retain.

It is the policy of the Ferry County Sheriff's Office to use all available resources necessary to bring about a successful end to a hostage situation.

400.8.1 RESPONSE TO HOSTAGE INCIDENT

Central Control should immediately be notified at the earliest sign of a hostage incident. Central Control shall notify the Sergeant and Superintendent. The Superintendent will notify the Sheriff as soon as practicable.

The Sergeant or Superintendent shall make every effort to ensure that the hostage incident remains confined to the smallest area possible. All door controls accessible to the inmate shall be disabled. Emergency exits that lead outside the secure perimeter shall be guarded.

400.8.2 NOTIFICATION OF QUALIFIED HEALTH CARE PROFESSIONALS

At the direction of the Sergeant or the authorized designee, the qualified health care professionals should be notified in order to identify a location and form a logistical plan for medical triage. The location also shall serve as a medical staging area for other medical emergency responders.

400.8.3 HOSTAGE RESCUE

Communications with the hostage-taker should be established as soon as practicable. Hostage-taker demands for the staff to open doors will not be met. A hostage rescue team should be immediately summoned and the established protocols for resolving the situation shall be implemented. The Superintendent and Sheriff should be consulted regarding decisions faced by the hostage rescue team.

400.8.4 REPORTING AND DEBRIEFING

Following the conclusion of a hostage incident, the Superintendent should direct that an incident report be completed by the end of the shift. All aspects of the incident should be reviewed, focusing on the incident and the outcome, with the intent of using the incident as an opportunity for continuous improvement and to identify additional training or systemic changes that may be required.

400.9 ESCAPES

Upon being made aware that an escape may have occurred, or did in fact occur, the staff member should immediately notify Central Control. Central Control should notify the Sergeant or Superintendent. As soon as practicable, the Superintendent should notify the Sheriff.

Once the escape is verified and immediate actions taken inside the facility (lockdown, etc.), the Sergeant should notify all local law enforcement agencies.

400.9.1 INMATE COUNTS

As soon as the facility is fully locked down, a full inmate count should be taken. All inmates who are outside of the secure perimeter of the facility (e.g., court, work details) should be located and

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identified. Any missing inmate should have his/her identity disclosed and his/her facility record should be accessed by the Superintendent.

400.9.2 SEARCH
Concurrent with the lockdown, the area surrounding the facility should be searched for the escapee. Areas where an inmate may be hiding or may have discarded jail clothing should be searched first. Any witnesses should be interviewed.

The Superintendent will develop a flyer with the inmate's name, description, the inmate's latest picture, classification status and charges, and supply it to the custody staff and local law enforcement. Local law enforcement should also be given the inmate's last known address and a list of his/her associates.

400.9.3 REPORTING
The Sergeant or a designated staff member should submit an incident report to the Superintendent. A crime report should also be written regarding the escape. The incident report should focus on events and physical plant weaknesses that contributed to the escape. The Superintendent should review the reports, interview involved parties and develop action plans to minimize the risk of future occurrences.

400.10 CIVIL DISTURBANCES OUTSIDE OF THE JAIL
Upon being notified that jail space will be needed in response to a civil disturbance involving mass arrests, the Sergeant should notify the Superintendent. The Superintendent should make the determination regarding the magnitude of the event and whether it warrants notification of the Sheriff.

The size of the event may also require a lockdown, suspension of any programs that are not critical to jail operations, and/or implementation of alternate staffing plans. To accommodate the influx of inmates, the Sergeant should develop a housing plan that will not adversely affect the safety and security of the facility. Program spaces, such as exercise yards, classrooms and dayrooms, may be used to temporarily house a limited number of additional inmates.

In the event that the jail can no longer accept additional inmates without compromising the safety and security of the facility, mutual aid may be requested from allied counties.

400.11 REVIEW OF EMERGENCY PROCEDURES
The Superintendent should ensure that there is a review of emergency procedures at least annually. This review should be documented with reports submitted to the Superintendent or the authorized designee within 10 days of the review for approval. This review should also include the signatures or initials of the facility staff responsible for the review. At a minimum, the review shall include:

- Assignment of persons to specific tasks in emergency situations.
- Instructions in the use of the alarm systems and signals.
- Systems for the notification of appropriate persons outside of the facility.

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- Information on the location and use of emergency equipment in the facility.
- Specification of evacuation routes and procedures.

400.12 TRAINING

The staff shall be trained annually on this policy. This facility will provide emergency preparedness training as part of orientation training for all personnel assigned to the facility and for those who may be required to respond to the facility in an emergency. The staff shall also receive refresher training at least annually in the emergency response plans. The Training Officer is responsible for developing and delivering appropriate initial training and annual refresher training.

Emergency planning training should occur in the form of classroom instruction (or roll call training), mock practical exercises and drills. Each type of emergency covered in the emergency response plan must be included in the training.

A lesson plan, staff training sign-up sheet with the dates and the times training should be provided, and proof of competency (testing) for each participant should be maintained by the Training Officer.

The Training Officer shall forward an annual report to the Superintendent on the status of emergency response plan training. Any training deficiencies identified in this report should be rectified within 90 days of the report.

The facility emergency plan and all training shall be documented by the Training Officer and retained in accordance with established records retention schedules.

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Emergency Staffing

401.1 PURPOSE AND SCOPE

The facility must operate at all times as a safe and secure environment, regardless of staffing levels. Consequently, contingency plans must be made in advance for any staffing emergency or planned job action, regardless of the length of the staffing deficit.

The purpose of this policy is to establish roles and responsibilities for creating and implementing emergency staffing plans, providing appropriate emergency staffing training to supervisory and management personnel, and identifying an update schedule and distribution list for the plan, as identified by the Superintendent or the authorized designee.

401.2 POLICY

It is the policy of this department to be prepared to operate a safe and secure facility in the event of a staffing emergency. Staffing emergencies that could negatively affect the good order the facility may include, but are not limited to, an outbreak of infectious disease, a work stoppage or strike by the staff, a natural disaster or other disruption. The Superintendent or the authorized designee shall be responsible for ensuring that an appropriate emergency staffing plan exists.

401.2.1 EMERGENCY STAFFING

In the event the Superintendent becomes aware that a staffing emergency exists or may occur, staff members who are present may be ordered to remain at their posts. The Superintendent will notify the Sheriff. Plans should include measures to achieve minimum staffing for the facility within four hours of a staffing emergency and may include the following operational adjustments:

- The facility may go to a lockdown. Minimum activities, including visiting, exercise and other programs will be suspended only if necessary. Meals, cleaning, medical services, court transportation and attorney visits will continue. Other activities will be assessed by the Superintendent on a case-by-case basis.
- Supervisory and management personnel may have time-off cancelled or rescheduled for the duration of the staffing emergency.
- Staff from other areas of the department who have custody experience may be used to fill vacancies in the facility.
- Assistance from allied agencies may be requested to help management and supervisors in safely staffing the facility.
- Contracting with surrounding facilities may be necessary if adequate staffing cannot be obtained to safely operate the facility.
- In the event of a health-related staffing emergency, the Sergeant and Superintendent shall be notified in accordance with the Communicable Diseases Policy.

401.2.2 LEGAL ASSISTANCE

Employees of this department may not participate in work stoppages or strikes (RCW 41.56.120).

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In cases where the Superintendent becomes aware that a work stoppage is planned or has occurred, legal counsel should be consulted for assistance in preparing the necessary legal action to either prevent the work stoppage or to cause it to cease. Immediate contact with the employees' representatives may also be necessary to prevent or conclude the job action.

401.2.3 TRAINING

The Superintendent or the authorized designee should be responsible for:

(a) Establishing a distribution list for the contingency plan.

(b) Establishing a periodic review and update of the plan.

(c) Ensuring that all supervisors and managers are periodically trained on the plan.

(d) Ensuring that all supervisors and managers are provided a copy of the plan and/or a means to access it in the event of an emergency.

(e) Documenting all training.

(f) Maintaining training records for each supervisor and manager and ensuring that those personnel periodically receive appropriate update training on the plan.

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Fire Safety

402.1 PURPOSE AND SCOPE

The threat of fire and toxic smoke in the facility represents a significant risk to the safety and security of the community, the staff, inmates, volunteers, contractors, and visitors. The purpose of this policy is to clearly identify and conform to applicable federal, state and/or local fire safety codes, and to establish a process of creating, disseminating, and training all individuals in the facility on the emergency plans for fire safety and evacuation.

402.2 POLICY

It is the policy of this department that fire prevention strategies are a high priority.

The Superintendent shall ensure that a fire alarm and detection and suppression system, as required by law, are installed, maintained, and periodically tested. Any variance, exception or equivalency issues must be approved by the fire jurisdiction authorities and must not constitute a serious life-safety threat to the occupants of the facility.

402.2.1 FIRE CODES

The Department shall conform to all federal, state, and local fire safety codes.

402.2.2 FIRE PREVENTION RESPONSIBILITY

All staff, volunteers and contractors who work in the facility are responsible for the prevention of fires. They should be trained and given the tools to carry out the tasks necessary to reduce the risk of fire.

402.3 FIRE PREVENTION EQUIPMENT

All required fire alarms and detection devices shall be in good working order at all times.

Should such a device become inoperative, the Superintendent or the authorized designee shall be responsible for ensuring that emergency repairs are undertaken as soon as possible, and that staff is provided with an alternative emergency fire safety and evacuation plan.

Any time any fire prevention system is inoperative and poses a serious life-safety risk, that portion of the facility shall not be inhabited by inmates or staff.

402.4 FIREFIGHTING EQUIPMENT

The Superintendent shall ensure that the facility is equipped with the necessary firefighting equipment (e.g., extinguishers) in an amount and in a location as recommended by the local fire authority or other qualified entity. The locations of firefighting equipment will be shown on the facility fire plan (schematic).

While the staff is not trained as fully qualified firefighters, the Superintendent or the authorized designee will ensure that the staff is trained to initially respond to a fire with the purpose of facilitating the safety of the occupants, including evacuation, if necessary.

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402.5 FIRE TRAINING

The staff should be trained in the use of the facility's firefighting equipment sufficient to demonstrate proficiency. The staff should receive refresher training at least annually on the use of firefighting equipment.

402.6 INSPECTIONS

The Department shall be inspected by an appointed staff member who is qualified to perform fire and safety inspections on a monthly basis to ensure that fire safety standards are maintained. These inspections will be focused on, but not limited to, fire prevention, staff training and proficiency, firefighting equipment availability and functionality, alarms, fire detectors, fire safety equipment, and staff familiarity with prevention and suppression techniques, suppression pre-planning, emergency response, fire safety equipment use and the evacuation plan.

The Superintendent or the authorized designee shall ensure that staff conduct quarterly fire and safety inspections of the facility and that all fire safety equipment is tested at least quarterly.

A staff member shall be assigned to coordinate with local or state fire officials for any required inspections. The result of all fire inspections and fire equipment testing shall be provided to the Superintendent or authorized designee and maintained for a minimum of two years.

402.6.1 FLAMMABLE, TOXIC, AND CAUSTIC MATERIALS

The Superintendent, in collaboration with the local environmental health expert, will review the type of materials introduced into the facility to ensure that flammable, toxic and caustic materials are controlled and used safely. All such materials will be safely stored and only used by inmates under the direction of the staff.

402.7 EMERGENCY HOUSING OF INMATES

The Superintendent or the authorized designee shall develop a plan for the emergency housing of inmates in the event of a fire. The plan should include procedures for continuing to house inmates in the facility, identification of alternate facilities and the potential capacity of those facilities, inmate transportation options and contact information for allied agencies. This plan shall be reviewed annually and revised if necessary.

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Emergency Power and Communications

403.1 PURPOSE AND SCOPE

The Ferry County Sheriff's Office facility must continue to operate as a safe and secure environment regardless of emergencies, including electrical outages. The purpose of this policy is to establish guidelines regarding back-up power and communication systems, and the inspection, preventive maintenance and testing of the systems to ensure a seamless transition in the event of a loss of power.

403.2 POLICY

It is the policy of this department to ensure that power to critical systems and communications continues to operate within the facility in the event of a loss of power.

403.2.1 PREVENTIVE MAINTENANCE

It is the responsibility of the Superintendent to ensure that there is sufficient emergency power to operate all essential lighting, security equipment, safety equipment and communications systems. The emergency power system should have sufficient fuel to allow the facility to operate continuously for a three-day period, if necessary, without external resources.

The emergency power system should be inspected, tested and maintained as necessary. In the event that the system fails, the Superintendent or Sergeant should contact the designated maintenance authority or repair company, to obtain necessary repairs as soon as practicable. If the emergency power system cannot be repaired within eight hours, portable emergency generators should be secured as a temporary emergency power source until the repair or replacement of the primary system occurs.

403.2.2 SAFETY AND SECURITY

All safety and security equipment will be repaired or replaced in an expedited manner by qualified personnel. In the event that safety and security equipment become inoperable or damaged and it is not safe to operate a secure portion of the facility, that portion of the facility should be vacated and the inmates housed elsewhere. Or, staffing should be increased sufficiently for the area to remain safe and secure until the repair can be completed.

403.2.3 INSPECTION AND TESTING

The Superintendent is responsible for scheduled testing of emergency power systems. The power system manufacturer should be contacted for the required testing intervals and load information. The emergency power system should be load-tested in accordance with the manufacturer’s recommendations or at least quarterly.

All emergency equipment and systems should be inspected by a qualified individual at least quarterly.

Power generators should be inspected and tested at least weekly.

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All testing and inspections shall be documented and the results included in a report to the Superintendent.

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Evacuation

404.1 PURPOSE AND SCOPE

The purpose of this policy is to promote planning and to establish procedures, responsibilities and training requirements for the staff of the Ferry County Sheriff's Office Jail in case of fire and other emergency evacuations.

404.2 POLICY

The community, staff, volunteers, contractors and inmates should have a well-researched and validated evacuation plan that can be implemented in the event any portion of this facility requires evacuating due to an emergency (e.g., fire, smoke, flood and storm). All custody staff should be knowledgeable about the evacuation plan, policy and procedures.

404.3 EVACUATION PLAN

The Ferry County Sheriff's Office maintains an evacuation plan to be implemented in the event of a fire, natural disaster or other emergency. At a minimum the evacuation plan shall address the following:

- Location of facility building and floor plans
- Procedures on how inmates are to be released from locked areas
- Relocation areas to be used for housing inmates in the event of a full or partial evacuation
- Notifications
- Training and drill requirements for staff
- Reporting requirements

The Superintendent should ensure that the evacuation plan is maintained and updated as needed and is reviewed for accuracy at least annually by a qualified independent inspector and in coordination with the local fire authority.

A current copy of the evacuation plan shall be maintained in the Control and Dispatch.

The evacuation plan should be periodically reviewed for consistency with any departmental plans.

404.3.1 EXITS

All facility exits should be marked with signs that clearly indicate the direction of traffic.

Except for temporary reasons, such as maintenance or repairs, all exits to the facility shall remain free from obstacles at all times regardless of the frequency of use. It is the duty of all staff to remove any obstructions that block, either partially or completely, staff’s ability to observe or use any exit.

All housing areas and places of assembly that are designed for occupancy of 50 individuals or more shall have two available exits.

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404.3.2 EVACUATION PLANS AND ROUTES
Plans for evacuation routes will be posted in all public areas of the facility. All custody staff will be familiar with evacuation routes for inmates.

404.3.3 EMERGENCY HOUSING OF INMATES
The Superintendent or the authorized designee shall develop a plan on the emergency housing of inmates in the event of a full or partial evacuation of the facility. The plan will address when inmates should be housed in place, identification of alternate facilities and the potential capacity of those facilities, inmate transportation options, and contact information for allied agencies. This plan shall be reviewed at least annually and revised if necessary.

404.4 TRAINING DRILLS
The Superintendent should ensure that drills of the evacuation plan are conducted at least annually, or more often if required by code, for each shift and at all facility locations. Drills will include staff and volunteers. The local fire agency may be invited to participate in one or more drills annually. Nonviolent and compliant inmates may participate. Violent and/or dangerous inmates or those known to be a flight risk will not be involved in the drills.

Drills should be designed to ensure that all staff members are proficient in their duties during each type of evacuation. Each drill should be documented as to its scope and participants. Upon completion of the drill, each staff member will be required to complete a written test to document knowledge and to show proficiency.

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Chapter 5 - Inmate Management

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Population Management

500.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a system of inmate population accounting that promotes the safety and security of the facility on a daily operational basis. It assembles data that enables the Department to forecast staffing and facility growth needs into the future, and to plan for the associated expenditures.

500.2 POLICY

It is the policy of this facility that an inmate population management system should be established and maintained to account for the admission, processing, transfer and release of inmates.

500.3 REPORTS

The Superintendent or the authorized designee is responsible for ensuring that detailed daily reports of the facility's inmate population are completed and maintained by the staff. The reports shall reflect the average daily population of sentenced and non-sentenced inmates by categories of adult male, adult female, juvenile male and juvenile female. The Sergeant should collect and submit the data to the Superintendent in a monthly report within 10 working days of the end of each month. The Superintendent or the authorized designee should maintain the data in an accessible format for historical purposes and trend analysis and to respond to funding opportunities (see the Crowding Policy).

500.3.1 DATA COLLECTION

For each reporting period, the report should include, but is not limited to:

(a) Current number of beds in:
    1. Compliance with local or state standards
    2. General housing
    3. Medical/mental health

(b) Average daily population (ADP) for:
    1. Minimum security
    2. Maximum security
    3. High security
    4. Administrative segregation

(c) Highest one-day inmate population

(d) Number and percentage of:
    1. Bookings
    2. Male inmates

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3. Female inmates
4. Non-sentenced inmates
5. Felony inmates
6. Pretrial inmates released
7. Sentenced inmates released early due to lack of space
8. Inmates receiving psychotropic medication

(e) Number of inmates:

1. Enrolled in work release program
2. Enrolled in work furlough program
3. Assigned to home electronic monitoring program

(f) Number of:

1. Inmate-on-inmate assaults
2. Inmate-on-staff assaults
3. Escapes/attempted escapes
4. Active misdemeanor warrants
5. Active gross misdemeanor warrants
6. Active felony warrants
7. Inmate grievances and dispositions
8. Inmate disciplinary reports and dispositions

(g) Any other demographic information (e.g., gang activity)

The Superintendent or the authorized designee is responsible for ensuring that all required information is supplied to the Washington Association of Sheriffs and Police Chiefs.

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Inmate Counts

501.1 PURPOSE AND SCOPE

Inmate counts are vital to the security of the facility, the safety of the staff and the welfare of the inmates. This policy establishes guidelines for the frequency of inmate counts, which ensures that all inmates and their status can be accounted for at any time.

501.2 POLICY

It is the policy of this department to account for all inmates within and under the control of this facility through scheduled and other counts as needed.

501.3 PROCEDURE

The Superintendent or the authorized designee shall be responsible for creating and maintaining a written procedure establishing the process and frequency of counts. Inmate counts shall be conducted at least once every eight hours. Emergency counts may be conducted at the direction of the Sergeant as needed.

All counts shall be documented on the daily activity log and verified by the Sergeant. Counts shall include all inmates in custody, including those on work assignments, furlough, education release and those who are off-site, such as the hospital or court.

Any discrepancy in the count should immediately be reported to the Superintendent and resolved prior to the release of the shift personnel responsible for the count. A formal count in which all inmates are personally identified by a correctional deputy should be conducted once a day at a time established by the Superintendent. The result of the formal count will be used to calculate the average daily population statistics for the facility.

In the event that an escape is discovered during the inmate count, the Sergeant will initiate action to investigate the escape by promptly notifying law enforcement agencies and the Superintendent, initiating a search, and complying with other procedures as needed in accordance with the Facility Emergencies Policy.

A complete report of the incident will be prepared and provided to the Sergeant and Superintendent as soon as practicable.

All count sheets shall be signed by the Sergeant and maintained in the daily log binder. Count sheets shall be maintained for a period of time prescribed by statute, ordinance or policy.

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Reception

502.1 PURPOSE AND SCOPE

This policy establishes guidelines for admission, including implementing security measures, processing initial classification, processing immigration detainers, identifying medical and mental health issues, seizing and storing personal property, and providing intake telephone calls.

502.2 POLICY

This department shall use the following standardized guidelines when receiving individuals to be booked into this jail to maintain security and to respect individuals' civil rights.

502.3 PRE-BOOKING SCREENING

All individuals shall be screened prior to booking to ensure each individual is physically acceptable for admission and that all arrest or commitment paperwork is present (see the Medical Screening Policy). Required paperwork includes, as applicable:

(a) Arrest reports

(b) Probable cause declarations

(c) Warrants or court orders

(d) Victim notification information

(e) Documentation of needs related to religious practices, such as diet, clothing, and appearance (see the Religious Programs Policy)

(f) Accommodation requests related to disabilities (see the Inmates with Disabilities Policy)

(g) Information regarding suicidal statements or actions, or assessments of suicide risk

(h) Medical and mental health records

Any discrepancies in required paperwork should be resolved or missing documentation located before accepting the individual for booking from the arresting or transporting Correctional Deputy.

Prior to accepting custody of an individual who claims to have been arrested due to a mistake of identity or an individual who claims that identity theft led to the issuance of a warrant in the individual's name, members shall make reasonable efforts to investigate the claim of identity fraud or mistake. Members shall notify a supervisor when an individual makes a claim of mistaken identity or identity fraud.

502.4 SEARCHES BEFORE ADMISSION

The Superintendent shall be responsible for designating which items will be considered contraband, approved personal property, and excess personal property, and for creating procedures regarding the disposition of each category of property.

All individuals and their property shall be searched for contraband before being accepted for booking. All contraband items will be handled according to jail procedures. Items of possible

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evidentiary value may be turned over to the arresting or transporting Correctional Deputy for processing or be processed according to the jail's rules for handling evidence (see the Disposition of Evidence Policy). Approved personal property should be accepted. Items not approved should be returned to the arresting or transporting Correctional Deputy prior to the individual being accepted for booking, or disposed of according to jail procedures. A description of the items returned to the arresting or transporting Correctional Deputy shall be documented in the individual's booking record.

Searches shall be conducted in accordance with the Searches Policy.

502.5 ADMISSION PROCESS

A unique booking number shall be assigned to each individual specific to the current admission. Photographs and fingerprints shall be taken (RCW 43.43.735).

Members facilitating the admission process should attempt to gather a comprehensive record of each individual, including the following:

- Identifying information, including name and any known aliases or monikers
- Current or last known address and telephone number
- Date and time of arrest
- Date and time of admission
- Name, rank, agency, and signature of the arresting Correctional Deputy and transporting Correctional Deputy, if different
- Health insurance information
- Legal authority for confinement
- Sex
- Gender identity
- Age
- Date of birth
- Race
- Height and weight
- Occupation and current or most recent employer
- Emergency contact, including name, address, telephone number, and relationship to the individual
- Driver license number and state where issued or state identification number
- Social Security number
- Additional information concerning special custody requirements or special needs
- Local, state, and federal criminal history records

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- Notation of any unique marks or physical characteristics, such as scars, birthmarks, or tattoos
- Medical clearance, if applicable
- Suicide risk
- Inventory of all personal property, including clothing, jewelry, and money
- A record of personal telephone calls made at the time of booking or the opportunity to place calls if the calls were not made
- Name of booking staff member
- Records related to past periods of detention at the jail

502.5.1 LEGAL BASIS FOR DETENTION
Individuals admitted to the jail shall be notified of the charge or other legal basis of confinement in a language they understand.

502.5.2 MISSING PERSON REPORT
When completing the admission process, if information from the National Crime Information Center, Washington Crime Information Center, or similar authority reveals that the individual is the subject of a missing person report, the Ferry County Sheriff's Office shall notify the agency with original jurisdiction for the missing person report that the individual is in custody (RCW 68.50.320).

502.5.3 TRIBAL LAW ENFORCEMENT NOTIFICATION
If an individual's criminal history records show that the individual is a tribal fugitive and the subject of an arrest warrant issued by a noncertified tribe, the Ferry County Sheriff's Office shall notify the tribal law enforcement agency that the individual is in custody, the reason for the detention, and the anticipated date of release, if known (RCW 10.32.010; RCW 10.32.030).

502.6 IMMIGRATION DETAINERS

No individual should be held based solely on a federal immigration detainer under 8 CFR 287.7 unless the individual has been charged with a federal crime or the detainer is accompanied by a judicial warrant (RCW 10.93.160).

502.6.1 IMMIGRATION INQUIRIES
Correctional Deputies shall not (RCW 10.93.160):

(a) Inquire or collect information about an individual’s immigration or citizenship status, or place of birth unless there is a connection between the information and an investigation into a violation of state or local criminal law.

(b) Provide information pursuant to notification requests from federal immigration officials for the purpose of civil immigration enforcement, except as required by law.

No individual shall be held in custody solely for the purpose of determining immigration status (RCW 10.93.160).

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502.6.2 IMMIGRATION OFFICIAL INTERVIEWS

Members shall not give federal immigration officials access to interview an individual about a noncriminal matter while in custody, except where allowed by state or federal law, court order, or by consent of the individual (RCW 10.93.160).

Permission may be granted to a federal immigration official to conduct an interview regarding federal immigration violations with an individual if the individual consents in writing to be interviewed. The Ferry County Sheriff's Office shall provide the individual with an oral explanation and a written consent form that explains the purpose of the interview, the interview is voluntary, and that the individual may decline to be interviewed or choose to be interviewed with the individual's attorney present. The form must explicitly state that the individual will not be punished or suffer retaliation for declining to be interviewed. The form shall minimally be available in English and Spanish. The form shall be explained orally to an individual who is unable to read the form or, if necessary, explained by an interpreter from the Washington State Patrol (WSP) communications center language line or other WSP resources (RCW 10.93.160).

502.7 TRANSITION FROM RECEPTION TO HOUSING UNITS

The Sergeant or the authorized designee is responsible for ensuring only individuals who qualify are placed into appropriate housing. Those who will not be housed include individuals who are:

(a) Eligible for release following citation.

(b) Intoxicated or under the influence of any intoxicating substance.

(c) Arranging bail. Such individuals should be permitted a reasonable amount of time, at the discretion of the Sergeant or designee, to make telephone calls before being housed.

502.7.1 MONITORING FOR SIGNS OF INTOXICATION AND WITHDRAWAL

Members should respond promptly to an individual's complaint of symptoms and remain alert to signs of drug and alcohol overdose and withdrawal, which include but are not limited to sweating, nausea, abdominal cramps, anxiety, agitation, tremors, hallucinations, rapid breathing, and generalized aches and pains. Any member who suspects that an individual may be suffering from overdose or experiencing withdrawal symptoms shall promptly notify the Sergeant and the appropriate medical staff.

502.7.2 SEPARATION

Individuals should be kept separate from admitted individuals during the admission process. When justified, individuals may be moved to administrative segregation during the booking process (see the Special Management Inmates Policy).

Newly admitted individuals should be separated according to the jail's classification plan (see the Inmate Classification Policy).

502.8 PROPERTY CONTROL

All approved personal property received from individuals at the time of booking shall be inventoried. A receipt referencing the individual's booking number should be signed by the

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individual and the booking member. The original copy of the property receipt should be retained and placed in the individual's file and/or with the property. A second copy should be presented to the individual at the time of booking. Excess personal property shall be handled according to jail procedures.

502.8.1 VERIFICATION OF MONEY

All monies belonging to the individual shall be verified in front of the individual. The individual should initial the dollar amount on the booking sheet. All money should be placed in a separate envelope and sealed.

Negotiable checks or other instruments and foreign currency shall also be sealed in an envelope with the amount indicated but not added to the cash total. Jewelry and other small property shall also be sealed in an envelope. All envelopes shall clearly indicate the contents on the front. The member sealing an envelope shall initial across the sealed flap. Should any money be withdrawn or added to the cash envelope, the member making the change shall enter the new amount below the original entry on the booking sheet, initial it, and write the new total on the outside of the envelope.

502.8.2 PROPERTY STORAGE

All approved property should be stored in a secure storage area. Only authorized personnel may access the storage area and only for the purpose of depositing or retrieving property, or to conduct authorized work, including maintenance and other duties as directed by the Superintendent.

502.9 TELEPHONE CALLS

Every individual should be allowed to make a reasonable number of completed telephone calls as soon as possible after arrival.

(a) Telephone calls may be limited to local calls, but long-distance calls may be made by the individual at their own expense.

    1. The Department should pay the cost of any long-distance calls related to arranging for the care of a child or dependent adult.

(b) The individual should be given sufficient time to make any necessary arrangements, including child or dependent adult care, or transportation upon release.

    1. These telephone calls are not intended to be lengthy conversations. The member assigned to monitor or process the individual may use their judgment in determining the appropriate duration of the calls.

(c) Calls to an attorney shall be deemed confidential and shall not be monitored, eavesdropped upon, or recorded.

There is no obligation for members to make a telephone call on an individual's behalf; however, members shall facilitate reasonable accommodations to individuals with disabilities to make phone calls (see the Inmates with Disabilities Policy). A member is not required to wake a sleeping individual so that the individual may complete a call. The individual should be provided the opportunity to make telephone calls once awake.

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502.10 SHOWERING AND CLOTHING EXCHANGE

Individuals may be required to shower before being dressed in clean jail clothing. Showering should occur before transfer from the temporary holding area to a housing unit (see the Inmate Hygiene Policy).

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Inmate Handbook and Orientation

503.1 PURPOSE AND SCOPE

This policy provides for the orientation of inmates booked into the Ferry County Sheriff's Office facility. The purpose of the orientation is to inform inmates of the jail routine, rules, inmate rights and services.

503.2 POLICY

The Superintendent shall provide an effective method of orienting all incoming inmates that includes an inmate handbook. The orientation should take place within 24 hours of an inmate’s admission and in any event prior to the inmate being moved to general population housing, and should be an ongoing process in the housing area so that the information is available to the inmates throughout their entire time in custody.

503.3 FEMALE INMATES

Information regarding the use of restraints on inmates who are pregnant, in labor, or in postpartum recovery should be provided to all female inmates of childbearing age during intake (RCW 70.48.500; RCW 70.48.501).

503.4 INITIAL ORIENTATION

To assist with the inmate's transition into a custody environment, the orientation will include the following topics, supplemented by a more detailed inmate handbook that will be provided to each inmate:

(a) Jail rules and disciplinary sanctions

(b) Correspondence, visiting, and telephone rules

(c) Availability of personal care items and opportunities for personal hygiene

(d) Inmate grievance procedure, including all steps and deadlines necessary to exhaust the grievance process

(e) Co-pays, fees, and charges

(f) Medical, dental, and mental health services

(g) Possibilities for pretrial release

(h) Programs and activities, including application procedures

(i) Classification/housing assignments and appeal procedures

(j) Court appearance, where scheduled, if known

(k) Sexual abuse and sexual harassment information, including the following (28 CFR 115.33):

1. Jail's zero-tolerance policy
2. Prevention and intervention

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3. Instruction on how inmates can avoid being victims of sexual abuse and sexual harassment through self-protection techniques
4. Reporting sexual abuse or sexual harassment incidents, including how to report such incidents anonymously
5. Treatment and counseling for victims of sexual abuse or sexual harassment
6. Mailing addresses and telephone numbers, including toll-free hotline numbers, where available, of local, state, or national victim advocacy or rape crisis organizations (28 CFR 115.53)
7. Information regarding confidentiality, monitoring, and mandatory reporting

(l) Contacting foreign consuls

(m) Requests for religious accommodations

(n) Emergency procedures (e.g., fires, evacuations)

(o) Voting, including registering to vote

(p) A list of approved items that inmates are permitted to possess

(q) A list of contraband items and definitions of excess property

(r) Privileged mail as opposed to personal mail

In addition to English, orientation information will be provided in the most commonly used languages for the inmate population.

The Superintendent should consider enlisting the assistance of volunteers who are qualified and proficient in both English and the language in which they are providing translation assistance to translate the orientation information. Use of outside translation sources may also be considered.

Interpretive services will be provided to inmates who do not speak English or any of the other languages in which the orientation information is available.

A written and signed acknowledgment of the orientation and receipt of the handbook should be maintained in the inmate's permanent file (28 CFR 115.33).

503.5 ORIENTATION FOR NON-READERS, VISUALLY IMPAIRED, AND DEAF OR HARD-OF-HEARING INMATES

Inmates who cannot read, are visually impaired, or have intellectual, psychiatric, or speech disabilities, or limited reading skills shall have materials read to them by a member or presented to them using audible recorded media (28 CFR 115.16).

Inmates who are deaf or are hard of hearing shall be provided with interpretation services. Reasonable efforts should be made by the members to assist the inmate in understanding the information.

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Inmate Safety Checks

504.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a requirement for conducting visual safety checks at a minimum of every 60 minutes for all inmates, and for creating and maintaining a log to document all safety checks.

504.2 POLICY

It is the policy of the Ferry County Sheriff's Office that all correctional staff shall conduct safety checks at least once every 60 minutes on all inmates, or more frequently as determined by inmate custody status and/or housing classification.

Safety checks shall be made through direct visual observation. Cameras and monitors may supplement the required visual observation safety checks but they shall not replace the need for direct visual observation. Safety checks will be clearly documented on permanent logs in accordance with the department Daily Activity Logs and Shift Reports Policy.

504.3 SAFETY CHECKS

The staff shall adhere to the following procedures when conducting safety checks:

(a) Safety checks shall be conducted at least every 60 minutes and more frequently if necessary.

(b) Safety checks shall be conducted on an irregular schedule (staggered) so that inmates cannot predict when the checks will occur.

(c) Safety checks shall be done by personal observation of the Correctional Deputy and shall be sufficient to determine whether the inmate is experiencing any stress or trauma.

(d) Cameras and monitors may supplement the required visual observation safety checks but they shall not replace the need for direct visual observation.

(e) Safety checks will be clearly documented on permanent logs in accordance with the department Daily Activity Logs and Shift Reports Policy.

(f) Actual times of the checks and notations should be recorded on the daily activity logs.

(g) Log entries shall never be made in advance of the actual check. Log entries made in this manner do not represent factual information and are prohibited.

(h) Special management Inmates shall be checked more frequently as detailed in the Special Management Inmates Policy.

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Special Management Inmates

505.1 PURPOSE AND SCOPE

Inmates who pose a heightened risk to themselves or others require special management, including frequent interaction and increased supervision by staff. Interaction with special management inmates is essential to maintaining a safe, secure and humane environment. This policy establishes guidelines and procedures for interacting with special management inmates in the custody of the Ferry County Sheriff's Office.

505.1.1 DEFINITIONS

Definitions related to this policy include:

Administrative segregation - The physical separation of an inmate who is prone to escape or assault staff or other inmates, or one who is mentally deficient, in need of medical isolation or infirmary status. This is a non-punitive classification process.

Protective custody - A level of custody either requested or required for an inmate’s protection from others.

Special management inmate - An inmate who falls into either of the previously mentioned classifications.

505.2 POLICY

This department shall provide for the secure and segregated housing of any inmate, but shall not impose more deprivation of privileges than is necessary to obtain the objective of protecting the inmate, staff or the public.

505.3 SPECIAL MANAGEMENT INMATES HOUSING CRITERIA

The safety and security of this facility is dependent on a classification system that identifies inmates who pose a risk to themselves or to others. Inmates who pose such a risk must be promptly and appropriately segregated from the general inmate population until such time that they no longer pose a risk. Staff must have the ability to promptly segregate these inmates pending further review.

Individuals who may be classified as special management inmates include, but are not limited to, inmates who are:

- In protective custody or court-imposed segregation.
- Exhibiting mental health concerns.
- An escape threat.
- A serious violence threat.
- Known to have gang affiliation.
- A known management problem.
- A suicide risk.

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- Exhibiting medical issues.
- Physically impaired.

505.4 CIRCUMSTANCES REQUIRING IMMEDIATE SEGREGATION

Inmates will generally be assigned to segregation through the classification process. The Superintendent or Sergeant has the authority to immediately place any inmate into segregation when it reasonably appears necessary to protect the inmate or others (see the Disciplinary Segregation Policy).

Reasons that an inmate may be placed into immediate segregation include the following:

(a) The inmate requests protection or is under court-ordered protection, or the staff has determined that the inmate requires protection.

(b) There is reason to believe the inmate poses a danger to him/herself or others.

(c) The inmate poses an escape risk.

(d) The inmate requires immediate mental health evaluation and medical housing is not reasonably available.

(e) The inmate is charged with a disciplinary infraction and is awaiting a disciplinary hearing. In the judgment of the staff, the inmate may become disruptive or dangerous if left in general population.

(f) The inmate is in the process of being transferred to a higher security classification.

(g) Other circumstances where, in the judgment of the staff, the inmate may pose a threat to him/herself, others or the security of the facility.

505.4.1 REVIEW PROCESS

The Superintendent shall be notified when any inmate is placed in immediate segregation and shall be informed of the circumstances leading to the order to segregate. Within 72 hours of the inmate being placed into segregation, the Superintendent or the authorized designee must review the circumstances surrounding the segregation to determine which of the following actions shall be taken:

(a) The inmate is designated for administrative segregation.

(b) The inmate is designated for protective custody.

(c) The inmate remains segregated pending a disciplinary hearing.

(d) The inmate is returned to general inmate population.

505.5 PROTECTIVE CUSTODY

The Correctional Deputy responsible for assigning classifications to incoming inmates shall clearly document the reason an inmate should be placed into protective custody. Inmates in need of protective custody may be placed in a segregation unit when there is documentation that the protective custody is warranted and segregation is the least restrictive alternative reasonably available.

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Inmates who are in protective custody shall receive all services and programs that are available to inmates in general population and that are deemed a privilege. Any deviation from allowing usually authorized items or activities shall be documented on the inmate's file.

505.6 MAINTENANCE OF PRIVILEGES

Inmates who are classified for housing in administrative segregation or protective custody shall, at a minimum, be allowed access to programs and services including, but not limited to, the following:

- Inmate telephones
- Family visitation
- Educational programing appropriate to the inmate classification
- Access to commissary services
- Library and law library services
- Social services
- Faith-based guidance, counseling and religious services
- Recreation activities and exercise
- Social and professional visits

Nothing in this policy prohibits changing the delivery of programs or services to segregated inmates in order to provide for the safety and security of other inmates and staff.

505.7 REVIEW OF STATUS

The Sergeant or classification officer shall review the status of all inmates who are housed in segregation units and designated for administrative segregation or protective custody. This review shall occur every seven days for the first two months of segregation and at least once every 30 days thereafter. The review should include information about these inmates to determine whether their status in administrative segregation and protective custody is still warranted.

If other reasonable housing options exist that will provide for the safety of the inmate, the inmate should be moved out of segregation. In reviewing an alternative housing decision, the safety of the inmate shall receive the utmost consideration.

505.7.1 STATE INMATES

The following procedures are required for all state facilities. Local facilities may be required to follow these procedures if housing state prisoners under contract.

Immediately after placement in non-disciplinary segregation, the Sergeant will inform the inmate in writing of the reason for the inmate's segregation and the date, time, and place of the initial review meeting.

Within two days of placement in segregation, the Superintendent or Sergeant will meet with the segregated inmate and give the inmate an opportunity to respond to the written reasons for the inmate's segregation placement. All infractions and reports will be forwarded to the

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Community Corrections Officer for further disciplinary action. The Sergeant will submit a report to the Superintendent that shall include the reasons for segregation, the inmate's response and any information supporting protective custody, special restrictions, monitoring of special medications or diets and a recommendation of whether to continue the segregation (WAC 137-32-010).

505.8 HEALTH EVALUATION REQUIREMENTS

After notification from staff that an inmate is being placed in segregation, the Sergeant shall ensure that the following occurs:

(a) A Sergeant shall review the inmate's health record to determine whether existing medical, dental, or mental health needs contraindicate the placement or require special accommodations.

(b) If contraindications or special accommodations are noted, the Sergeant shall coordinate the appropriate plan for the inmate based on the safety needs of the facility and the medical needs of the inmate.

505.8.1 HEALTH CONSIDERATIONS

Due to the possibility of self-inflicted injury and depression during periods of segregation, health evaluations should include notations of any bruises and other trauma markings and the Sergeant's comments regarding the inmate's attitude and outlook.

(a) Unless medical attention is needed more frequently, each inmate in segregation should receive a daily visit by a Sergeant. A medical assessment should be documented in the inmate's medical file.

(b) A Sergeant shall also conduct weekly rounds for a mental health evaluation.

When an inmate is classified as a special management inmate due to the presence of a serious mental illness and is placed in a segregation setting, the staff shall document this in the inmate's file and notify the qualified health care professional. When an inmate is expected to remain in segregation for more than 30 days (based upon disciplinary decisions, protective needs or other factors), the Superintendent shall be notified.

Where reasonably practicable a qualified mental health care professional should provide screening for suicide risk during the three days following admission to the segregation unit.

505.9 SAFETY CHECKS

A staff member shall conduct a face-to-face safety check of all special management inmates, including those housed in administrative segregation or protective custody, at least every 60 minutes on an irregular schedule. Inmates who are violent, have mental health problems or who demonstrate behavior that is easily identified as out of the ordinary or bizarre in nature should be personally observed by the staff every 15 minutes on an irregular schedule.

Inmates who are at risk of suicide shall be under continuous observation until seen by a qualified mental health care professional. Subsequent supervision routines should be in accordance with orders provided by the qualified mental health care professional.

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Special management inmates shall receive increased monitoring to include, at a minimum:

(a) A daily visit by the Superintendent or the authorized designee.

(b) Visits by members of the program staff, upon request.

All management, program staff and qualified mental health care professional visits shall be documented in the appropriate records and logs and retained in accordance with established records retention schedules.

505.10 LOG PROCEDURES

Handwritten logs should be completed in ink. Once an entry is made it should not be modified. If corrections or changes are needed they should be done by way of a supplemental entry. Electronically captured logs will be maintained in a way that prevents entries from being deleted or modified once they are entered. Corrections or changes must be done by way of supplemental entries. At a minimum the log will contain the following:

- Inmate name
- Inmate identification number
- Housing location
- Classification status
- Date admitted
- Date and time of entry and exit from the cell
- Type of infraction or reason for admission
- Tentative release date
- Any special medical or psychiatric problems or needs
- Counseling for behavior

Log entries should be legible, entered promptly and provide sufficient detail to adequately reflect the events of the day for future reference.

The date and time of the observation or incident and the name and identification number of the staff member making the log entry shall be included on each entry.

Sergeants should review the logs frequently during the shift and enter comments as appropriate. At minimum, Sergeants should enter the date and time of each review.

All safety checks will be documented in detail and should include the exact time of the safety check and the identification information of the employee conducting the check. All documentation will be gathered and provided to the Sergeant or Superintendent at midnight each day.

505.10.1 LOG INSPECTION AND ARCHIVAL OF LOGS

The Sergeant shall review and evaluate the logs and pass any significant incidents via the chain of command to the Superintendent for review.

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The logs will be retained by the Department in accordance with established records retention schedules, but in no case less than one year.

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Juvenile Housing

506.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure the safety and security of juvenile inmates who are being temporarily held pending first appearance or temporarily awaiting transportation and housed in the Jail.

506.1.1 DEFINITIONS

Definitions related to this policy include:

Juvenile - A person under the age of 18.

506.2 POLICY

It is the policy of this department to prohibit the housing of juveniles, according to the Juvenile Detention instructions.

506.3 JUVENILES IN CUSTODY

A juvenile may be taken into custody:

(a) Pursuant to a court order (such as a warrant) if a complaint is filed with the court alleging, and the court finds probable cause to believe, that the juvenile has committed an offense or has violated terms of a disposition order. Juveniles can be cited and released at the discretion of the Ferry County Sheriff's Office.

(b) Without a court order or by a law enforcement officer if probable cause exists for the arrest of an adult in identical circumstances.

Upon taking a juvenile into custody, a law enforcement officer may deliver the juvenile for temporary custody to a jail used for the detention of adults, such as the Ferry County Jail. (FCJ).

506.3.1 WARRANTS

If law enforcement officer (LEO) arrests a juvenile on a valid warrant, FCJ staff is to detain the juvenile in the juvenile holding cell for 24 hours, excluding weekends and holidays, for a detention review before a judge in Ferry County, and only for the purpose of an initial court appearance.

Age of the juvenile does not matter. A Judge has reviewed the case and signed a warrant to have the named juvenile be arrested and detained. Thus, juveniles under 16 are to be detained at FCJ, if there is a valid warrant.

506.3.2 NON-WARRANTS

The following juveniles shall be securely confined in FCJ juvenile holding cell pending detention review once written probable cause has been provided by LEO:

(a) Juvenile 16 years of age or older, charged with felony crime against a person. This includes murder, vehicular homicide, rape, robbery, assault, firearms/weapons, sex, and drug crimes. All other felonies including crimes against property do not require detention at FCJ.

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(b) Juvenile 16 years of age or older, charged with Assault 4th degree Domestic Violence, in an incident that victim reported to authorities within 4 hours of its occurrence, against a person 16 years of age or older who the defendant is:

1. Residing with or has resided together with in the past and who have or have had a dating relationship (Thus, no siblings since hopefully not dating).
2. Having or has had a dating relationship.
3. The biological child or stepchild or grandson of. (No siblings or aunts/uncles).

IMPORTANT: RCW 10.31.100 (Warrants &Arrests), RCW 10.99.010 (Domestic Violence Act), and RCW 26.50 (Domestic Violence Prevention) all describe domestic violence as "assault between family or household members". However, one must then read the definition of 'family or household or family member' in RCW 10.99.020 which spells out the three categories (a. b, c) referenced above. It does not include assaults by a 16 - 17-year-old against siblings, aunts, or uncles.

Tip: The 4-hour requirement under RCW 10.31.100 (c) applies to situations where the juvenile should be removed immediately from the residence to protect further bodily injury to the victim(s). It should be interpreted with some flexibility. It is intended to prevent the arrest of juveniles in situations where there may have been an assault by the juvenile, but the victim did not call within four hours because they felt it was not that serious or harmful. Parents often will wait until the next day to see how the juvenile is behaving and then the parent calls for a DV arrest. However, the law only allows for DV arrests of juveniles when the assault has been within past four hours.

(a) Juvenile 16 years of age or older, charged with violating a valid No-Contact Order, Temporary Protection/Restraining Order, Protection Order, or Anti-Harassment Order. Have dispatcher confirm that the order is valid and has been properly served.

If written probable cause provided and conditions of above sections 1, 2, or 3 satisfied, FCJ staff are authorized to hold juveniles in FCJ juvenile holding cell. JPO need not be contacted. Jail staff to promptly leave message with JPO (775-5225, ext. 1108) and Prosecuting Attorney (775-5225, ext. 1120) that a juvenile is in custody at FCJ and include juvenile's full name and DOB. Jail staff are also requested to leave copies of all documentation in JPO box at jail and in Prosecutor's office.

506.4 BOOKING JUVENILE OFFENDERS

Corrections Deputies will accept juvenile offenders (persons under the age of 18) for booking under the following conditions:

(a) For a period not to exceed 24 hours excluding weekends and holidays, and only for the purpose of an initial court appearance on felonies.

(b) Juveniles may be placed into temporary custody; this may not exceed six hours and only for the purpose of fingerprinting or photographing and/or awaiting transportation to an appropriate facility.

(c) The (6) hour hold may be used six hours immediately before and /or after a court appearance.

(d) Declined by Juvenile Court and remanded to adult status.

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(e) Previously declined by Juvenile Court.

(f) Convicted and sentenced for a violent offense-Reference RCW 9.94A.030.

Juveniles are considered to be anyone under the age of 18 years. No Juvenile under the chronological age of 16 shall be held in the Ferry County Jail without approval from the Prosecuting Attorney.

Under no circumstances may a juvenile be held in the Ferry County Jail if charged with or as a:

(a) Runaway

(b) Truant

(c) MIP'S

(d) Curfew violations

All Juveniles booked or held in the Ferry County Jail will have a Juvenile encounter form filled out. This form will contain the authorizing person information along with booking, court, and release information. A copy of this completed form will be given to the Juvenile Officer, Prosecuting Attorney, Jail Superintendent, and the original will go into the Juvenile booking packet.

The Ferry County Jail will transfer any juvenile mistakenly booked as an adult to Juvenile Detention. This transfer will occur immediately upon the confirmation of the offender's age.

506.5 JUVENILE CELL

All juveniles shall be housed separately from adults in the Juvenile Cell. The Department will seek to provide accommodations and services to juvenile inmates equal to those provided to adults or, when appropriate, modified to benefit a juvenile due to his/her age (28 CFR 115.14).

When a juvenile inmate is arrested or brought into custody, they will be temporarily held in the jail until first appearance. In such cases, the Superintendent should:

(a) Determine a reasonable housing option for the juvenile inmate.

(b) Move the juvenile inmate into Martin Hall when appropriate.

(c) Ensure the juvenile receives regular contact with a mental health specialist to monitor the juvenile's well-being.

506.6 SUPERVISION

Juvenile inmates in the Juvenile Cell should be monitored and supervised to ensure their safety and security. Supervision should include but is not limited to:

(a) Being able to hear and respond to juvenile inmates at all times.

(b) Conducting direct visual observation safety checks of all juvenile inmates at least once every 30 minutes, at irregular intervals. Audio/video electronic surveillance systems may supplement but shall not replace direct visual observation.

(c) Observing the juvenile and his/her movement during safety checks.

(d) Documenting all safety checks.

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506.7 JUVENILE LIAISON OFFICER

The Superintendent or the authorized designee will be appointed as a specialized juvenile liaison officer. This officer should inform those who are responsible for supervision of the juvenile about any information developed during the classification process that indicates the minor presents a risk or is a hazard to him/herself or others. The juvenile liaison officer should work with staff to ensure that the special needs of juveniles are addressed.

The juvenile liaison officer will also ensure that medical and mental health staff members are notified of any special needs of the juvenile. Correctional Deputies responsible for supervising juveniles shall pay close attention to the juvenile for any sign of suicide risk, as outlined in the Suicide Prevention and Intervention Policy.

506.7.1 DATA COLLECTION FOR THE WASHINGTON DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES

The juvenile liaison officer should facilitate the data collection required by the Washington Department of Children, Youth, and Families regarding juveniles confined in the jail as required under RCW 13.04.116.

506.8 CLASSIFICATION PLAN

A specialized classification plan should be created for each juvenile inmate to determine the level of risk and any program needs that would be developmentally appropriate. In addition, the following information shall be identified and documented in the plan:

- Physical stature
- Mental state or maturity level
- Social skills
- Educational maturity

506.9 JUVENILE CELL DESIGN

The Juvenile Cell should provide sufficient space for activities and other personal interactions with inmates and staff.

506.10 SIGHT AND SOUND CONTACT

Juvenile housing cells shall not allow for sight, sound, or physical contact between juvenile and adult inmates through the use of a shared dayroom or other common space, shower area, or sleeping area.

Juvenile inmates should not have sight, sound, or physical contact with adult inmates outside of the housing unit. Any incidental or accidental contact should be minimal and brief. Where sight, sound, or physical contact separation cannot be maintained, facility staff (trained in the supervision of inmates) shall provide direct supervision of the juvenile (28 CFR 115.14; 34 USC § 11103).

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506.11 RELEASE PROCEDURES

Prior to releasing any juvenile inmate, the unit supervisor should contact the juvenile's parent or guardian. The juvenile's personal clothing and property shall be given to the inmate upon his/her release.

506.11.1 PROPERTY RELEASE

The juvenile's personal clothing and property shall be given to the juvenile upon his/her release. If the juvenile consents prior to release, clothing and property may be released to his/her parent or guardian.

506.12 TRANSFER OF JUVENILES TO MARTIN HALL DETENTION

Situations may arise where FCJ staff believe it is necessary to transport a juvenile to MH prior to a detention review hearing. Examples include more than two juveniles being held at FCJ; one juvenile acting aggressively towards another juvenile in the juvenile holding cell; male and female juveniles being detained simultaneously.

If jail staff cannot safely accommodate the extra juvenile in the adult holding cell, then staff shall contact the Ferry County Juvenile Department at 509-775-5225 ext. 1108 to obtain authorization to transport the juvenile to Martin Hall. Martin Hall will not admit juveniles without above authorization.

506.13 RECREATION PROGRAMS

All juvenile inmates should be allowed comparable recreation as set forth in the adult incarceration exercise schedule specified in the Inmate Exercise and Recreation Policy (28 CFR 115.14).

The Superintendent shall develop written procedures to provide a recreation program that shall protect the welfare of minors and other inmates and that recognizes facility security needs.

All juvenile inmates should be provided with unstructured activities daily (e.g., watching television).

506.14 DISCIPLINARY PROCEDURE

The disciplinary procedures for adults in the jail should apply to the juvenile inmates as well, with the following exceptions:

(a) Juvenile inmates requiring disciplinary detention shall only be housed in an area designed for the detention of minors.

(b) The only permitted forms of discipline are the following:

1. Loss of privileges
2. Disciplinary detention

(c) Loss of access to visitation and recreation shall only occur after a review by the unit supervisor and shall be reviewed every five days.

(d) A status review by a supervisor shall be conducted every 24 hours for juvenile inmates housed in disciplinary detention.

(e) Prohibited discipline includes the following:

1. Any discipline that does not fit the violation

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2. Corporal punishment
3. Inmate imposed discipline
4. Placement in a safety cell
5. Deprivation of food
6. Imposition of the adult disciplinary detention diet

506.15 SERIOUS ILLNESS OR INJURY OF A JUVENILE

In the event that a juvenile becomes seriously ill or injured or attempts suicide, the Superintendent or the authorized designee should notify the court of jurisdiction and the parent, guardian or person standing in loco parentis to the juvenile, as soon as practicable. Also notified will be the Juvenile Probation Officer who will arrange transportation and supervision at the hospital facility. The Suicide Prevention and Intervention Policy, the Reporting Inmate Deaths Policy and the Inmate Death - Clinical Care Review Policy apply to juveniles as well as adults.

506.16 JUVENILES NOT APPROPRIATE FOR THIS FACILITY

A juvenile who is not eligible for admission to this facility should be transferred out of the facility. The juvenile may be held only for the length of time needed for release to a parent or guardian or transfer to an appropriate facility. The juvenile may be held under the following conditions:

(a) The juvenile shall be held in an unlocked area that is not used for housing and is outside the secure perimeter of the facility, such as an interview room, lobby, or office.

(b) The juvenile shall not be physically secured to a cuffing rail or other stationary object unless secure custody is authorized by the Sergeant.

(c) The juvenile shall be under continuous visual supervision by a law enforcement officer, facility employee, or a designated youth attendant during this brief holding period unless secure custody has been authorized. If secure custody has been authorized, there shall be unscheduled safety checks no less than every 15 minutes on an irregular schedule. Continuous visual monitoring may be by an audio/video system. The juvenile shall have constant auditory access to the staff.

(d) Separation by sight and sound shall be maintained between all juveniles and adults in custody (34 USC § 11133).

(e) There should also be sight and sound separation between non-offender juveniles, such as those who may be in protective custody, and juvenile and status offenders.

506.17 DOCUMENTATION

Written Probable Cause statement/copy of Warrant to be provided by LEO to jail staff before any juvenile can be detained at FCJ/transported to Martin Hall.

Martin Hall Documents to be given to the transport officer and copies retained by jail staff.

(a) Written Probable Cause statement provided by LEO or photocopy of Warrant authorizing arrest of juvenile. (Dispatch should have.)

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(b) MH Intake form (Jail staff should fill out as fully as possible, especially DOB, parents/ guardian's name, address, phone #, current charges, suicide/assault risk).

(c) MH Health Record (Fill out as best you can; JPO can update MH later) Martin Hall will not accept the juvenile unless these three documents are provided.

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Management of Weapons and Control Devices

507.1 PURPOSE AND SCOPE

This policy will address the availability and control of weapons.

507.2 POLICY

It is the policy of the Ferry County Sheriff's Office that the presence and the use of weapons in the jail will be tightly controlled and supervised to reduce the potential for injury. Staff will only carry and use those weapons for which they have been trained in and are qualified to use.

507.3 FIREARMS

With the exception described below, armed personnel shall secure all firearms in gun lockers located at the entry points prior to entering the secure perimeter. Firearms shall not be stored inside the secure perimeter at any time.

Firearms shall only be allowed in the secure perimeter of the facility when it is necessary to protect the safety and security of staff, inmates, contractors, volunteers or the public.

Firearms shall only be allowed inside the secure perimeter with the approval of the Superintendent or authorized designee and under the direct supervision of a Sergeant.

507.4 OTHER WEAPONS, TOOLS AND CHEMICAL AGENTS

Department-approved weapons, tools and chemical agents, including, but not limited to, batons, CEWs, impact weapons, weapon-fired projectiles, OC, and similar devices, may be possessed and used only by custody staff members who have received department-authorized training and are qualified to use them.

Department-approved weapons, tools and chemical agents shall only be allowed inside the secure perimeter with the approval of the Superintendent or the authorized designee.

507.5 STORAGE OF WEAPONS, CHEMICAL AGENTS AND CONTROL DEVICES

The armory shall be located in a secure and readily accessible repository outside of inmate housing and activity areas. It shall be secured at all times. Access to the armory shall be limited by the Superintendent or the authorized designee. Only personnel who have received department-approved training in the maintenance of the stored equipment and who have been designated by the Superintendent are authorized to have access to individual weapon lockers.

The following equipment shall be stored and secured in the individual weapon locker:

(a) All department-approved weapons

(b) All department-approved control devices and associated supplies, with the exception of the CEW

(c) All security equipment, such as stab or protective vests and handheld shields are stored in locker room/staff break room

(d) Excess pepper spray not issued to be stored in locker

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507.5.1 WEAPONS LOCKER

There should be a secure weapons locker located outside of the secure perimeter of the jail.

507.5.2 INVENTORY

The Superintendent should designate one or more properly trained staff to be responsible for maintaining all weapons, chemical agents and CEW in a safe and secure manner, and to inventory and report the condition and availability of the facility's weapons and control devices on a monthly basis.

To facilitate the inventory, all weapons, chemical agents and CEW shall be stored in assigned locations inside the armory. A log sheet shall be maintained within the armory at all times, detailing the exact location of each item. The removal of any weapon, chemical agent or CEW shall be documented on the log sheet, showing who removed the item, the date and time of removal and the reason for removal. An additional log entry shall be made indicating the date and time of the item's return.

The Sergeant and the Superintendent shall be immediately notified in the event that any weapon, chemical agent or CEW is determined to be missing. An immediate and thorough search of the facility shall take place in order to locate the item.

507.5.3 REVIEW, INSPECTION AND APPROVAL

Every CEW and chemical agent will be periodically inspected for serviceability and expiration dates by the Rangemaster or the instructor designated to train on the use of a particular CEW or chemical agent. The Rangemaster or the designated instructor is responsible to ensure replacement of outdated or unserviceable items.

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Inmate Classification

508.1 PURPOSE AND SCOPE

This policy describes the Ferry County Sheriff's Office’s classification process, which is designed to identify security and health issues so that inmates may be held in such a way as to foster a safe and secure facility.

508.1.1 DEFINITIONS

Definitions related to this policy include:

Civil detainee - Any person held in custody for a reason other than for criminal matters.

508.2 POLICY

All arrestees and detainees entering this facility will be processed to determine whether they will be housed in the facility, referred to hospital for medical evaluation, or placed in holding awaiting mental health evaluation for possible Involuntary Treatment Act (ITA). If bail is available, arrestees or detainees will be given to the opportunity to acquire bail/bond upon completion of booking process.

It is the policy of this department to properly classify inmates according to security and health risks so that appropriate supervision, temporary holding and housing assignments may be made.

508.3 CLASSIFICATION PLAN

The Superintendent or authorized designee should create and maintain a classification plan to guide staff in the processing of individuals brought into the facility.

The plan should include an initial screening process, as well as a process for determining appropriate housing assignments (28 CFR 115.42). The plan should include use of an objective screening instrument, procedures for making decisions about classification and housing assignments, intake and housing forms and a process to ensure that all classification and housing records are maintained in each inmate’s permanent file. The plan should include an evaluation of the following criteria:

- Age
- Sex
- Current charges
- Behavior during arrest and intake process
- Criminal and incarceration history
- Mental and emotional stability
- Potential risk of safety to others or self
- Special management inmate status
- Special needs assessment for vulnerable inmates

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- Behavioral or physical limitations or disabilities
- Medical status
- Level of sobriety at booking
- Suicidal ideation
- Escape history and degree of escape risk
- History of assaultive behavior
- The need to be separated from other classifications of inmates (e.g., juvenile offenders gang affiliation, confidential informant, former law enforcement, sexual orientation)
- Prior convictions for sex offenses against an adult or child
- Whether the inmate is or is perceived to be gay, lesbian, bisexual, transgender, intersex, or gender non-conforming (see Prison Rape Elimination Act Policy for transgender and intersex definitions)
- Previous sexual victimization
- The inmate’s own perception of his/her vulnerability
- Whether the inmate is a foreign national and if so from what country (see Foreign Nationals and Diplomats Policy)
- Prior acts of sexual abuse, prior convictions for violent offenses, and history of prior institutional violence or sexual abuse, as known to the Department (28 CFR 115.41)
- Any other criteria as deemed appropriate by the Superintendent or the authorized designee

The plan should include a methodology for evaluating the classification process and a periodic review for the purpose of continuous quality improvement.

Information obtained in response to screening questions shall be considered confidential and shall only be made available to those who have a legitimate need to know (28 CFR 115.41).

508.3.1 INMATE RESPONSE TO SCREENING

Inmates may not be compelled by threat of discipline to provide information or answers regarding (28 CFR 115.41):

(a) Whether the inmate has a mental, physical or developmental disability.

(b) Whether the inmate is or is perceived to be gay, lesbian, bisexual, transgender, intersex, or gender nonconforming.

(c) Whether the inmate has previously experienced sexual victimization.

(d) The inmate’s own perception of vulnerability.

508.4 INITIAL CLASSIFICATION

The initial classification process is intended to identify predatory, violent and at-risk inmates. It should occur early in the intake process to allow for appropriate supervision while an inmate is

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being temporarily held in this facility and until a decision is made to place the individual into a more permanent housing assignment.

Inmates should be interviewed by an intake Correctional Deputy as soon as possible in the booking process. The intake Correctional Deputy shall complete the initial classification form using information from the arrestee or detainee and criminal history if available. The initial classification form should include a place for the intake Correctional Deputy to make a housing recommendation. This recommendation should be based on the initial classification form, an assessment of the inmate's condition and the inmate's interview.

The initial classification form shall be placed in the inmate's file and provided to the classification Correctional Deputy, who will, within the limits of available resources, determine the appropriate temporary housing location.

508.5 CLASSIFICATION UPON HOUSING

Once it has been determined that the person arrested will not be released from custody by posting bail or after first appearance (on weekends/holidays probable cause review by Judge), a more in-depth classification of the inmate will be conducted as soon as possible but no later than 24 hours after the inmate's arrival at the facility, after which the inmate will be moved to more permanent housing.

508.5.1 INTERVIEW

The comprehensive classification process begins with a review of any initial classification information obtained during the reception and booking process, as well as an interview by the classification Correctional Deputy. The review of initial classification documents and the questions, answers and observations from the inmate's interview will be documented and numerically scored, representing the security level and housing assignment appropriate for each inmate.

Individualized determinations shall be made about how to ensure the safety of each inmate (28 CFR 115.42).

508.5.2 OVERRIDE

The classification Correctional Deputy has the authority to override the scores when it appears necessary to more appropriately assign housing. The override capability exists to use the classification Correctional Deputy's training and expertise in those instances when the numerical scores are not reflective of the inmate's potential security or health risk. All overrides will be reviewed by a supervisor and are intended to be an exception, rather than the rule.

508.6 REVIEWS AND APPEALS

Once an inmate is classified and housed, he/she may appeal the decision of the classification Correctional Deputy. The appeal process shall begin at the first-line supervisor level. The decision by the supervisor may be appealed to the Superintendent or the authorized designee. The decision by the Superintendent or the authorized designee is final.

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508.6.1 PERIODIC CLASSIFICATION REVIEWS

The classification Correctional Deputy shall review the status of all inmates who have been incarcerated in the facility for more than 30 days. Additional reviews should occur each 30 days thereafter. The review should examine changes in the inmate's behavior or circumstances and should either raise, lower or maintain the classification status (28 CFR 115.41).

Housing and program assignments for each transgender or intersex inmate shall be reassessed at least twice each year to review any threats experienced by the inmate (28 CFR 115.42).

Inmate risk levels shall be reassessed when required due to a referral, request, incident of sexual abuse, or receipt of additional information that increases the inmate's risk of sexual victimization or abusiveness (28 CFR 115.41).

508.6.2 STAFF REQUESTED REVIEW

At any point during an inmate's incarceration, a staff member may request a review of the inmate's classification. The reason for the review, the review itself and the outcome of the review shall be documented in the inmate's permanent file. Nothing in this section shall prohibit staff from immediately moving an inmate to another location in the facility based on exigent circumstances. Under such circumstances, the staff member moving the inmate must immediately document the action and notify the classification Correctional Deputy.

508.7 HOUSING ASSIGNMENTS

Inmates should be housed based upon the following criteria:

- Classification level
- Age
- Sex
- Legal status (e.g., pretrial or sentenced)
- Special problems or needs
- Behavior
- Any other criteria identified by the Superintendent

508.7.1 SEPARATION

Male and female inmates shall be housed to ensure visual and physical separation.

Civil detainees shall be housed separately from pretrial and sentenced inmates, if housing allows.

508.8 CLASSIFICATION SPACE ALLOCATION

The classification plan depends on the ability of the facility to physically separate different classes of inmates. To ensure that allocated space meets the current population needs, the Superintendent or the authorized designee should periodically meet with representatives of the classification Correctional Deputies to discuss the fixed resources (e.g., cells, dorms, dayrooms).

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The Sergeant should report at least quarterly to the Superintendent on the ability of the facility to operate safely and securely and to perform its mission.

508.9 SINGLE-OCCUPANCY CELLS

Single-occupancy cells may be used to house the following categories of inmates:

- Maximum security
- Administrative segregation
- Severe medical disabilities (upon consultation with medical staff and the availability of medical beds)
- Severe mental illness (upon consultation with mental health staff and the availability of mental health beds)
- Sexual predators
- Any inmate with an elevated risk of being exploited or victimized by others
- Any inmate whose condition or status indicates a special need for single-occupancy housing

The classification supervisor shall notify the Superintendent or the authorized designee when single-occupancy cells are not available for housing the above described inmates. In such cases, a risk assessment shall be used to identify inmates in the above categories who may be safely housed together.

508.10 PRISON RAPE ELIMINATION ACT (PREA) CONSIDERATIONS

Housing, bed, work and program assignments should be made to separate inmates at high risk of being sexually victimized from those at high risk of being sexually abusive (28 CFR 115.42). Inmates identified as being at high risk for sexually aggressive behavior will be monitored and housed in an area that will minimize the risk to other inmates and staff. All inmates identified as being at risk of victimization shall be monitored and housed in an area to minimize the risk to their safety. However, inmates at high risk for sexual victimization shall not be placed in involuntary protective custody unless an assessment of all available alternatives has been made and it has been determined that there is no available alternative means of separation from likely abusers (28 CFR 115.43; 28 CFR 115.68).

Housing and program assignments of a transgender or intersex inmate shall include individualized consideration for the inmate’s health and safety and any related supervisory, management or facility security concerns. A transgender or intersex inmate’s views with respect to his/her own safety shall be given serious consideration.

Lesbian, gay, bisexual, transgender or intersex inmates shall not be placed in dedicated facilities, units or wings solely on the basis of such identification or status, unless such placement is pursuant to a consent decree, legal settlement or legal judgment (28 CFR 115.42).

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508.11 STAFF TRAINING IN CLASSIFICATION

Classification Correctional Deputies should receive training specific to inmate classification before being assigned primary classification duties. Individuals not specifically trained in inmate classification may work in classification provided that they are under the immediate supervision of a trained and qualified staff member.

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Conducted Energy Weapon - Corrections Officers

509.1 PURPOSE AND SCOPE

This policy provides guidelines for the issuance and use of the conducted energy weapon (CEW).

509.2 POLICY

The CEW is intended to control violent or potentially violent inmates, while minimizing the risk of serious injury. The appropriate use of such a weapon should result in fewer serious injuries to Correctional Deputies and inmates.

509.3 ISSUANCE AND CARRYING CEWS

Only members who have successfully completed department-approved training and have demonstrated satisfactory skill and proficiency may be issued and carry the CEW.

CEWs are issued for use during a member's current assignment. Those leaving a particular assignment may be required to return the weapon to the office's inventory.

Correctional Deputies shall only use the CEW and cartridges that have been issued by the Office.

Members carrying the CEW should perform a spark test on the unit prior to every shift.

When carrying while in uniform, Correctional Deputies shall carry the CEW in a weak-side holster on the side opposite the duty weapon.

(a) All CEWs shall be clearly and distinctly marked to differentiate them from the duty weapon and any other weapon.

(b) Whenever practicable, Correctional Deputies should carry two or more cartridges on their person when carrying the CEW.

(c) Correctional Deputies shall be responsible for ensuring that their issued CEW is properly maintained and in good working order.

(d) Correctional Deputies should not hold both a firearm and the CEW at the same time.

509.4 VERBAL AND VISUAL WARNINGS

A verbal warning of the intended use of the CEW should precede its application unless it would otherwise endanger the safety of Correctional Deputies or when it is not practicable due to the circumstances. The purpose of the warning is to:

(a) Provide the inmate with a reasonable opportunity to voluntarily comply.

(b) Provide other Correctional Deputies and inmates with a warning that the CEW may be deployed.

If, after a verbal warning, an inmate is unwilling to voluntarily comply with a correctional deputy's lawful orders and it appears both reasonable and feasible under the circumstances, the Correctional Deputy may, but is not required to, display the electrical arc (provided that a

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cartridge is loaded into the weapon) or the laser in a further attempt to gain compliance prior to the application of the CEW. The aiming laser should never be intentionally directed into the eyes of another person as it may permanently impair their vision.

The fact that a verbal and/or other warning was given or the reasons it was not given shall be documented by the Correctional Deputy deploying the weapon in the related report.

509.5 USE OF THE CEW

The CEW has limitations and restrictions requiring consideration before its use. The CEW should be used only when its operator can safely approach the individual within the operational range of the weapon.

Although the CEW is generally effective in controlling most individuals, Correctional Deputies should be aware that the weapon may not achieve the intended results and be prepared with other options.

509.5.1 APPLICATION OF THE CEW

The CEW may be used in any of the following circumstances, when the circumstances perceived by the Correctional Deputy at the time indicate that such application is reasonably necessary to control a person:

(a) The inmate is violent or is physically resisting.

(b) The inmate has demonstrated by words or action, an intention to be violent or to physically resist and reasonably appears to have the potential to harm Correctional Deputies, themselves, or others.

509.5.2 SPECIAL DEPLOYMENT CONSIDERATIONS

The use of the CEW should generally be avoided unless the totality of the circumstances indicates that other available options reasonably appear ineffective or would present a greater danger to the Correctional Deputy, the subject, or others, and the Correctional Deputy reasonably believes that the need to control the individual outweighs the risk of using the weapon. This includes:

(a) Inmates who are known to be pregnant.

(b) Elderly inmates.

(c) Inmates with obviously low body mass.

(d) Inmates who are handcuffed or otherwise restrained.

(e) Inmates who have been recently sprayed with a flammable chemical agent or who are otherwise in close proximity to any known combustible vapor or flammable material, including alcohol-based oleoresin capsicum (OC) spray.

(f) Inmates whose position or activity may result in collateral injury (e.g., falls from height).

Because the application of the CEW in the drive-stun mode (i.e., direct contact without probes) relies primarily on pain compliance, the use of the drive-stun mode generally should be limited to supplementing the probe-mode to complete the circuit, or as a distraction technique to

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gain separation between the Correctional Deputies and the subject, thereby giving Correctional Deputies time and distance to consider force options or actions.

The CEW shall not be used to torture, psychologically torment, elicit statements, or punish any inmate.

509.5.3 TARGETING CONSIDERATIONS

Reasonable efforts should be made to target lower center mass and avoid intentionally targeting the head, neck, chest, and groin. If the dynamics of a situation or officer safety do not permit the Correctional Deputy to limit the application of the CEW probes to a precise target area, Correctional Deputies should monitor the condition of the inmate if one or more probes strikes the head, neck, chest, or groin until the inmate is evaluated by a qualified health care professional.

509.5.4 MULTIPLE APPLICATIONS OF THE CEW

Correctional Deputies should apply the CEW for only one standard cycle and then evaluate the situation before applying any subsequent cycles. Multiple applications of the CEW against an inmate are generally not recommended and should be avoided unless the Correctional Deputy reasonably believes that the need to control the inmate outweighs the potentially increased risk posed by multiple applications.

If the first application of the CEW appears to be ineffective in gaining control of an inmate and if circumstances allow, the Correctional Deputy should consider certain factors before additional applications of the weapon, including:

(a) Whether the probes are making proper contact.

(b) Whether the inmate has the ability and has been given a reasonable opportunity to comply.

(c) Whether verbal commands, other options or tactics may be more effective.

Correctional Deputies should generally not intentionally apply more than one CEW at a time against an inmate.

509.5.5 ACTIONS FOLLOWING DEPLOYMENTS

Correctional Deputies should take appropriate actions to control and restrain the individual to minimize the need for longer or multiple exposures to the CEW. As soon as practicable, deputies shall notify a supervisor of all CEW discharges. Confetti tags should be collected and the expended cartridge, along with both probes and wire, should be submitted into evidence. The cartridge serial number should be noted and documented on the evidence paperwork. The evidence packaging should be marked "Biohazard" if the probes penetrated the subject's skin.

509.5.6 DANGEROUS ANIMALS

The CEW may be deployed against an animal as part of a plan to deal with a potentially dangerous animal, such as a dog, if the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

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509.5.7 OFF-DUTY CONSIDERATIONS

Correctional Deputies are not authorized to carry office CEWs while off-duty.

Correctional Deputies shall ensure that CEWs are secured while in their homes, vehicles, or any other area under their control, in a manner that will keep the weapon inaccessible to others.

509.5.8 DOCUMENTATION

Deputies shall document all CEW discharges in the related arrest/crime report and the CEW report form. Notification shall also be made to a Sergeant in compliance with the Use of Force Policy. Unintentional discharges, pointing the weapon at a person, laser activation, and arcing the weapon will also be documented on the report form.

The Correctional deputy should include the following in the arrest/crime report:

(a) Identification of all personnel firing CEWs

(b) Identification of all witnesses

(c) Medical care provided to the subject

(d) Observations of the subject's physical and physiological actions

(e) Any known or suspected drug use, intoxication, or other medical problems

509.5.9 CEW FORM

Items that shall be included in the CEW report form are:

(a) The type and brand of CEW and cartridge and cartridge serial number.

(b) Date, time, and location of the incident.

(c) Whether any display, laser, or arc deterred a subject and gained compliance.

(d) The number of CEW activations, the duration of each cycle, the duration between activations, and (as best as can be determined) the duration that the subject received applications.

(e) The range at which the CEW was used.

(f) The type of mode used (probe or drive-stun).

(g) Location of any probe impact.

(h) Location of contact in drive-stun mode.

(i) Description of where missed probes went.

(j) Whether medical care was provided to the subject.

(k) Whether the subject sustained any injuries.

(l) Whether any deputies sustained any injuries.

The Sergeant should periodically analyze the report forms to identify trends, including deterrence and effectiveness. The Sergeant should also conduct audits of data downloads and reconcile CEW report forms with recorded activations. CEW information and statistics, with identifying information removed, should periodically be made available to the public.

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509.6 MEDICAL TREATMENT

Consistent with local medical personnel protocols and absent extenuating circumstances, only appropriate medical personnel should remove CEW probes from a person's body. Used CEW probes shall be treated as a sharps biohazard, similar to a used hypodermic needle and handled appropriately. Universal precautions should be taken.

All inmates who have been struck by CEW probes or who have been subjected to the electric discharge of the weapon shall be medically assessed. Additionally, any inmate who falls under any of the following categories should, as soon as practicable, be examined by a qualified health care professional:

(a) The person is suspected of being under the influence of controlled substances and/or alcohol.

(b) The person may be pregnant.

(c) The person reasonably appears to be in need of medical attention.

(d) The CEW probes are lodged in a sensitive area (e.g., groin, breast, head, face, neck).

(e) The person requests medical treatment.

Any inmate exhibiting signs of distress or who is exposed to multiple applications (e.g., more than 15 seconds) shall be promptly examined by a qualified health care professional or medically evaluated.

If any individual refuses medical attention, such a refusal should be witnessed by another Correctional Deputy and/or medical personnel and shall be fully documented in related reports.

If an audio recording is made of the contact or an interview with the individual, any refusal should be included, if possible.

The transporting deputy shall inform any person providing medical care or receiving custody that the individual has been subjected to the application of the CEW.

509.7 SERGEANT RESPONSIBILITIES

When possible, Sergeants should respond to calls when they reasonably believe there is a likelihood the CEW may be used. A Sergeant should respond to all incidents where the CEW was activated.

A Sergeant should review each incident where a person has been exposed to an activation of the CEW. The weapon's onboard memory should be downloaded through the data port by a Sergeant or Rangemaster and saved with the related arrest/crime report. Photographs of probe sites should be taken, and witnesses interviewed.

509.8 TRAINING

Correctional Deputies who are authorized to carry the CEW shall be permitted to do so only after successfully completing the initial department-approved training. Any Correctional Deputy who has not carried a CEW as a part of their assignment for a period of six months or more shall

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be recertified by the CEW instructor approved by this department prior to carrying or using the weapon again.

Proficiency training for Correctional Deputies who have been issued CEWs should occur every year. A reassessment of a correctional deputy's knowledge and/or practical skill may be required at any time if deemed appropriate by the Sergeant. All training and proficiency for CEW will be documented in the Correctional Deputy's training file.

Command staff and supervisors should receive CEW training as appropriate for the investigations they conduct and review.

Correctional Deputies who do not carry CEWs should receive training that is sufficient to familiarize them with the weapon and with working with Correctional Deputies who use the weapon.

The Sergeant is responsible for ensuring that all Correctional Deputies who carry CEWs have received initial and annual proficiency training. Periodic audits should be used for verification.

The application of CEWs during training could result in injury to Correctional Deputies and should not be mandatory for certification.

The Sergeant should ensure that all training includes:

(a) A review of this policy.

(b) A review of the Use of Force Policy.

(c) Performing weak-hand draws or cross-draws to reduce the possibility of unintentionally drawing and firing a firearm.

(d) Target area considerations, including techniques or options to reduce the unintentional application of probes near the head, neck, chest, and groin.

(e) Handcuffing a subject during the application of the CEW and transitioning to other force options.

(f) Restraint techniques that do not impair respiration following the application of the CEW.

(g) De-escalation techniques.

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Control of Inmate Movement

510.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process for the safe and secure movement of inmates between areas within the facility and transportation from the facility to court, medical appointments or other jurisdictions.

510.2 POLICY

The staff should be vigilant in the control and movement of inmates between areas within the facility and when transporting inmates outside the secure confines of the facility. Control may be by direct or indirect visual observation. All staff should consider all inmate movement as a high-risk activity. The staff should be aware of their surroundings at all times and take necessary steps to prevent the possession and exchange of contraband.

510.3 INMATE COLOR-CODE SYSTEM

Due to the potential for assault and/or escape, during inmate movement staff should consider a color-coded system (orange/white striped, black/white striped) to identify the risk.

- **Orange and White Striped** – Represents inmate worker status. Inmate workers are allowed to move throughout the jail in areas approved by jail staff. Some areas can be off limits due to classification of inmates in certain areas. Inmate workers issue meals, exchange linens and laundry, assist in washing authorized law enforcement vehicles, stocking bulk freezer with inmate food deliveries and taking trash to dumpster with correctional staff supervision.
- **Black and White Striped** – Represent all other inmates in custody within the Ferry County Jail.
- Orange and White Striped uniforms will be maintained by jail staff and issued to inmate workers upon assignment as inmate worker.

510.4 MOVEMENT OF INMATES

Escorting inmates to court require two corrections deputies. Current law states that inmates must have leg restraints, hand cuffs and or belly chains removed when entering court room. If staff thinks an inmate is a threat to themselves or others they will address the court prior to inmate arrival requesting inmate to be in restraints during court proceedings. Presiding Judge will make a ruling as to the request on record.

While escorting inmates in restraints corrections deputies will have one hand on belly chains to ensure proper guiding of inmates and to prevent tripping or falling.

Ensure that all non-law enforcement personnel do not make contact with people who are in custody. Prosecuting Attorney and defendant's attorney may have contact if requested.

When escorting/transporting inmates outside of the correctional facility, staff will carry county issued Conducted Energy Weapon (Taser) and duty weapon once qualified.

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Use of Force - Corrections Officers

511.1 PURPOSE AND SCOPE

This policy provides guidelines on the reasonable use of force. While there is no way to specify the exact amount or type of reasonable force to be applied in any situation, every Correctional Deputy of this department is expected to use these guidelines to make such decisions in a professional, impartial, and reasonable manner.

In addition to those methods, techniques, and control devices set forth below, the guidelines for the reasonable application of force contained in this policy shall apply to all policies addressing the potential use of force, including but not limited to the Conducted Energy Device, Use of Restraints, and Electronic Restraints policies.

511.1.1 DEFINITIONS

Definitions related to this policy include:

Deadly force - Force that is reasonably anticipated and intended to create a substantial likelihood of death or very serious injury.

Feasible - Reasonably capable of being done or carried out under the circumstances to successfully achieve the arrest or lawful objective without increasing risk to the Correctional Deputy or another person.

Force - The application of physical techniques or tactics, chemical agents, or weapons to another person. It is not a use of force when a person allows him/herself to be searched, escorted, handcuffed, or restrained.

Force team technique - The force team technique ordinarily involves trained Correctional Deputies clothed in protective gear who enter the inmate's area in tandem, each with a specific task, to achieve immediate control of the inmate.

Imminent - Ready to take place; impending. Note that imminent does not mean immediate or instantaneous.

Totality of the circumstances - All facts and circumstances known to the Correctional Deputy at the time, taken as a whole, including the conduct of the Correctional Deputy and the individual leading up to the use of force.

511.2 POLICY

The use of force is a matter of critical concern, both to the public and to the public safety community. Correctional Deputies are involved on a daily basis in numerous and varied interactions and, when warranted, may use reasonable force in carrying out their duties.

Correctional Deputies must have an understanding of, and true appreciation for, their authority and limitations. This is especially true with respect to overcoming resistance while engaged in the performance of public safety duties.

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The Ferry County Sheriff's Office recognizes and respects the value of all human life and dignity without prejudice to anyone. Vesting Correctional Deputies with the authority to use reasonable force and to protect the public welfare requires monitoring, evaluation, and a careful balancing of all interests.

511.3 USE OF FORCE

Correctional Deputies shall use only that amount of force that reasonably appears necessary given the facts and circumstances perceived by the Correctional Deputy at the time of the event to accomplish a legitimate government purpose such as to gain control of the individual; protect and ensure the safety of inmates, members, and others; prevent serious property damage; prevent escape; obtain compliance with facility rules and member orders; or ensure the institution's security and good order.

The reasonableness of force will be judged from the perspective of a reasonable Correctional Deputy on the scene at the time of the incident. Any evaluation of reasonableness must allow for the fact that Correctional Deputies are often forced to make split-second decisions about the amount of force that reasonably appears necessary in a particular situation, with limited information and in circumstances that are tense, uncertain, and rapidly evolving.

Given that no policy can realistically predict every possible situation a correctional deputy might encounter, Correctional Deputies are entrusted to use well-reasoned discretion in determining the appropriate use of force in each incident.

It is also recognized that circumstances may arise in which Correctional Deputies reasonably believe that it would be impractical or ineffective to use any of the control devices, weapons, or methods provided by this department. Correctional Deputies may find it more effective or reasonable to improvise their response to rapidly unfolding conditions that they are confronting. In such circumstances, the use of any improvised device or method must nonetheless be reasonable and utilized only to the degree that reasonably appears necessary to accomplish a legitimate government purpose.

While the ultimate objective of every encounter is to avoid or minimize injury, nothing in this policy requires a correctional deputy to retreat or be exposed to possible physical injury before applying reasonable force.

Force shall never be used as punishment.

511.3.1 FACTORS TO DETERMINE THE REASONABLENESS OF FORCE

When determining whether to apply force and evaluating whether a correctional deputy has used reasonable force, a number of factors should be taken into consideration, as time and circumstances permit. These factors include but are not limited to:

(a) Immediacy and severity of the threat to Correctional Deputies or others.

(b) The conduct of the individual being confronted, as reasonably perceived by the Correctional Deputy at the time.

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(c) Correctional Deputy/individual factors (e.g., age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of Correctional Deputies available vs. individuals).

(d) The effects of suspected drug or alcohol use.

(e) The individual's mental state or capacity.

(f) The individual's ability to understand and comply with Correctional Deputy commands.

(g) The proximity of weapons or dangerous improvised devices.

(h) The degree to which the individual has been effectively restrained and their ability to resist despite being restrained.

(i) The availability of other reasonable and feasible options and their possible effectiveness.

(j) The seriousness of the suspected offense or reason for contact with the individual.

(k) The training and experience of the Correctional Deputy.

(l) The potential for injury to Correctional Deputies, inmates, and others.

(m) Whether the individual appears to be resisting, attempting to evade arrest by flight, or is attacking the Correctional Deputy.

(n) The risk and reasonably foreseeable consequences of escape.

(o) The apparent need for immediate control of the individual or a prompt resolution of the situation to maintain or restore order.

(p) Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the Correctional Deputy or others.

(q) Prior contacts with the individual or awareness of any propensity for violence.

(r) Any other exigent circumstances.

511.3.2 DUTY TO INTERCEDE AND REPORT

Any Correctional Deputy present and observing another law enforcement officer or a member using force that is clearly beyond that which is objectively reasonable under the circumstances should, when in a position to do so, intercede to prevent the use of unreasonable force.

Any Correctional Deputy who observes another law enforcement officer or a member use force that is potentially beyond that which is objectively reasonable under the circumstances should report these observations to a supervisor as soon as feasible.

511.3.3 ALTERNATIVE TACTICS - DE-ESCALATION

When circumstances reasonably permit, Correctional Deputies should use nonviolent strategies and techniques to decrease the intensity of a situation, improve decision-making, improve communication, reduce the need for force, and increase voluntary compliance (e.g., summoning additional resources, formulating a plan, attempting verbal persuasion).

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511.3.4 PERSPECTIVE

When observing or reporting force used by a law enforcement officer, each Correctional Deputy should take into account the totality of the circumstances and the possibility that other law enforcement officers may have additional information regarding the threat posed by the subject.

511.3.5 PAIN COMPLIANCE TECHNIQUES

Pain compliance techniques may be effective in controlling a physically or actively resisting individual. Correctional Deputies may only apply those pain compliance techniques for which they have successfully completed department-approved training. Correctional Deputies utilizing any pain compliance technique should consider:

(a) The degree to which the application of the technique may be controlled given the level of resistance.

(b) Whether the individual can comply with the direction or orders of the Correctional Deputy.

(c) Whether the individual has been given sufficient opportunity to comply.

The application of any pain compliance technique shall be discontinued once the Correctional Deputy determines that compliance has been achieved.

511.3.6 RESTRICTIONS ON RESPIRATORY RESTRAINTS

Correctional Deputies of this department are not authorized to use respiratory restraints, also known as chokeholds or neck restraints (RCW 10.116.020).

511.3.7 USE OF FORCE TO SEIZE EVIDENCE

In general, Correctional Deputies may use reasonable force to lawfully seize evidence and to prevent the destruction of evidence. However, Correctional Deputies are discouraged from using force solely to prevent a person from swallowing evidence or contraband. In the instance when force is used, Correctional Deputies should not intentionally use any technique that restricts blood flow to the head, restricts respiration, or creates a reasonable likelihood that blood flow to the head or respiration would be restricted. Correctional Deputies are encouraged to use techniques and methods taught by the Ferry County Sheriff's Office for this specific purpose.

511.4 USE OF OTHER WEAPONS AND CONTROL DEVICES

Control devices may be used when a decision has been made to control or restrain a person who is violent or who demonstrates the intent to be violent, and the use of the device appears reasonable under the circumstances. When reasonable, a verbal warning and opportunity to comply should precede the use of these devices.

When using control devices, Correctional Deputies should carefully consider potential impact areas to minimize injuries and unintentional targets.

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511.4.1 NOISE/FLASH DISTRACTION DEVICES

Noise/flash distraction devices, sting grenades, chemical grenades, and similar devices shall be used only at the direction of a Sergeant and only by Correctional Deputies who have been trained in and are qualified for the use of the devices.

511.4.2 ELECTRONIC CONTROL DEVICES

The use of conducted energy weapon (CEW) shall be in accordance with the department Conducted Energy Device Policy.

The use of other electronic control devices, such as stun cuffs, stun vests, and stun belts, shall be in accordance with the department's Electronic Restraints Policy.

511.4.3 CHEMICAL AGENTS

Chemical agents shall only be used in the facility as authorized by the Superintendent or the authorized designee and in accordance with the department Chemical Agents Policy. Oleoresin capsicum (OC) spray should not be used in the medical unit or other designated areas where inmates are assigned to respiratory isolation or on any inmate who is under control with or without restraints.

Inmates who have been affected by the use of chemical agents shall be promptly provided with the proper solution to decontaminate the affected areas.

If the inmate refuses to decontaminate, such a refusal shall be documented. If an inmate has been exposed in a cell and not removed from the cell where the exposure occurred, in-cell decontamination shall be afforded to the inmate, including:

(a) Health-trained custody member advising the inmate how to decontaminate in the cell.

(b) Clean clothing if the inmate's clothing was contaminated.

(c) Monitoring of the in-cell inmate at least every 15 minutes on an irregular schedule, for a period of not less than 45 minutes, by health-trained custody member.

511.4.4 PROJECTILE CHEMICAL AGENTS

Pepper projectile systems are plastic spheres filled with a derivative of OC powder. A compressed gas launcher delivers the projectiles with enough force to burst the projectiles on impact, releasing the OC powder. The potential exists for the projectiles to inflict injury if they strike the head, neck, spine, or groin. Therefore, personnel deploying the pepper projectile system should not intentionally target those areas except when the Correctional Deputy reasonably believes the inmate may cause serious bodily injury or death to the Correctional Deputy or others. The use of the pepper projectile system is subject to the following requirements:

(a) Department-approved projectile chemical agents may only be used by Correctional Deputies who have received department-authorized training in their use.

(b) Correctional Deputies encountering a situation that requires the use of the pepper projectile system shall notify a supervisor as soon as practicable. The Sergeant shall respond to all such deployments. The Sergeant shall ensure that all notifications and reports are completed as required by this policy.

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Each deployment of a pepper projectile system shall be documented and, if reasonably practicable, recorded on video. This includes situations where the launcher was directed toward the inmate, regardless of whether the launcher was used. Only non-incident deployments are exempt from the reporting requirement (e.g., training, product demonstrations).

511.4.5 IMPACT WEAPONS

The need to immediately incapacitate the inmate must be weighed against the risk of causing serious injury or death. The head and neck should not be intentionally targeted with an impact weapon, except when the Correctional Deputy reasonably believes the inmate may cause serious bodily injury or death to the Correctional Deputy or others.

511.4.6 KINETIC ENERGY PROJECTILES

Kinetic energy projectiles, when used properly, are less likely to result in death or serious physical injury and can be used by a trained and qualified member in an attempt to de-escalate a potentially deadly situation.

511.4.7 TEAR GAS GUIDELINES

Correctional Deputies or other members are not authorized to use tear gas unless necessary to alleviate a present risk of serious harm posed by (RCW 10.116.030):

(a) A riot.

(b) A barricaded subject.

(c) A hostage situation.

Only the Superintendent or the authorized designee may authorize the delivery and use of tear gas, and only after evaluating all conditions known at the time and determining that such force reasonably appears justified and necessary and other alternatives to the use of tear gas have been exhausted (RCW 10.116.030).

If tear gas is to be used outside the facility, authorization shall be obtained from the highest elected official of the jurisdiction in which the tear gas is to be used (RCW 10.116.030).

Prior to any use, an announcement shall be made of the intent to use tear gas. Sufficient time and space shall be allowed for compliance with the announcement (RCW 10.116.030).

When practicable, fire personnel should be alerted or summoned to the scene prior to the deployment of tear gas to control any fires and to assist in providing medical aid or gas evacuation if needed.

511.5 IMMEDIATE AND CALCULATED USE OF FORCE

An immediate use of force occurs when force is used to respond without delay to a situation or circumstance that constitutes an imminent threat to security or safety. For example, the immediate use of force by a correctional deputy may be necessary to stop an inmate from inflicting life-threatening injuries to him/herself or to stop an assault on any other person, including other inmates. The destruction of government property may require the immediate use of force by a

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correctional deputy in some circumstances. A verbal warning should be given before an immediate use of force unless the circumstances preclude it.

If there is no need for immediate action, Correctional Deputies should attempt to resolve the situation through voluntary compliance or, if it reasonably appears necessary, the calculated use of force. A calculated use of force is called for when an inmate's presence or conduct poses a threat to safety or security and the inmate is located in an area that can be controlled or isolated, or when time and circumstances permit advance planning, staffing, and organization.

The assistance of available non-custodial members (e.g., psychologists, counselors) should be considered when attempting to resolve a situation without confrontation.

A supervisor shall be present in any situation involving the calculated use of force. The supervisor shall notify the Superintendent or the authorized designee for approval and consultation prior to any calculated use of force action.

511.5.1 CONFRONTATION AVOIDANCE PROCEDURES

Prior to any calculated use of force, the supervisor shall confer with the appropriate persons to gather pertinent information about the inmate and the immediate situation. Based on the supervisor's assessment of the available information, the supervisor should direct the Correctional Deputy to attempt to obtain the inmate's voluntary cooperation and consider other available options before determining whether force is necessary.

The supervisor should consider including the following persons and resources in the process:

(a) Mental health specialist

(b) Qualified health care professional

(c) Chaplain

(d) Department Records Department

(e) Any other relevant resources

Regardless of whether discussions with any of the above resources are accomplished by telephone or in person, the purpose is to gather information to assist in developing a plan of action, such as the inmate's medical/mental history (e.g., asthma or other breathing-related illnesses, hypoglycemia, diabetes), any recent incident reports, or situations that may be contributing to the inmate's present condition (e.g., pending criminal prosecution or sentencing, recent death of a loved one, divorce). The assessment should include discussions with members who are familiar with the inmate's background or present status. This may provide insight into the cause of the inmate's immediate agitation. It also may identify other members who have a rapport with the inmate and could possibly resolve the incident peacefully, without the use of force.

If force is determined necessary and other means of gaining control of an inmate are deemed inappropriate or ineffective, then the force team technique should be used to control the inmate and to apply restraints, if required.

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Consideration should also be given to preventing exposure to communicable diseases in calculated use of force situations and to ensuring that medical services personnel are available.

511.6 REPORTING THE USE OF FORCE

Every Correctional Deputy use of force is an incident that shall be reported on the appropriate report form.

The documentation will reflect the actions and responses of each Correctional Deputy participating in the incident, as witnessed by the reporting Correctional Deputy.

The report should include:

(a) A clear, detailed description of the incident, including any application of weapons or restraints.

(b) The identity of all involved in the incident (e.g., inmates, Correctional Deputies, members, and others).

(c) The Correctional Deputy should articulate the factors perceived and why the Correctional Deputy believed the use of force was reasonable under the circumstances.

(d) Efforts made to temper the severity of a forceful response, and if there were none, the reasons why.

(e) Description of any injuries to anyone involved in the incident, including the result of any medical checks that show the presence or absence of injury.

Correctional Deputies shall submit the appropriate documentation before going off-duty, unless directed otherwise by a supervisor.

Any member directly observing the incident shall make a verbal report to a supervisor as soon as practicable and include as much of the aforementioned information as is known by the member.

A video recording is required for all calculated use of force incidents and should include the introduction of all Correctional Deputies participating in the process. The recording and documentation will be part of the investigation package. The supervisor should ensure the recording is properly processed for retention and a copy is forwarded with the report to the Superintendent within three working days.

The supervisor responsible for gathering the reports may allow a reasonable delay in preparation of a report in consideration of immediate psychological and/or physical condition of the involved member.

The Sergeant shall promptly notify the Superintendent of any incident involving a correctional deputy employing deadly force, or any incident where a death or serious bodily injury may have been caused by a correctional deputy.

511.6.1 NOTIFICATION TO CRIMINAL JUSTICE TRAINING COMMISSION

Notification shall be made to the Criminal Justice Training Commission within 15 days of any death or serious injury caused by the use of force by a correctional deputy (RCW 43.101.135).

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511.6.2 NOTIFICATION TO INDIAN AFFAIRS

When the use of force by a correctional deputy results in the death of a person who is an enrolled member of a federally recognized American Indian tribe, notification shall be made to the Governor's Office of Indian Affairs within a reasonable period of time, but not more than 24 hours after the department has good reason to believe the person was an enrolled member. Notice shall include sufficient information for the Governor's Office of Indian Affairs to attempt to identify the deceased person and tribal affiliation (RCW 10.114.021).

511.7 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to a reported application of force, if reasonably available. When a supervisor is able to respond to an incident in which there has been a reported use of force, the supervisor is expected to:

(a) Ensure a crime scene is established to preserve and protect evidence, if appropriate.

(b) Ensure that the chain of command is notified and that all necessary health and safety and security measures are initiated.

(c) Obtain the basic facts from the involved members. Absent an allegation of misconduct or excessive force, this will be considered a routine contact in the normal course of duties.

(d) Ensure that the appropriate investigation authority is notified, if appropriate.

(e) Ensure that any parties involved in a use of force situation are examined by medical staff, regardless of whether any injuries are reported or detectable, and afforded medical treatment as appropriate.

(f) When possible, separately obtain a recorded interview with all individuals upon whom force was used. If this interview is conducted without the person having voluntarily waived their *Miranda* rights, the following shall apply:

1. The content of the interview should not be summarized or included in any related criminal charges.
2. The fact that a recorded interview was conducted should be documented in a property or other report.
3. The recording of the interview should be distinctly marked for retention until all potential for civil litigation has expired.

(g) Once any initial medical assessment has been completed or first aid has been rendered, ensure that photographs have been taken of any areas involving visible injury or complaint of pain, as well as overall photographs of uninjured areas.

1. These photographs should be retained until all potential for civil litigation has expired.

(h) Identify any witnesses not already included in related reports.

(i) Review and approve all related reports.

(j) Determine if there is any indication that the individual may pursue litigation.

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1. If there is an indication of potential civil litigation, the supervisor should complete and route a notification of a potential claim through the appropriate channels.

(k) Evaluate the circumstances surrounding the incident and initiate an administrative investigation if there is a question of policy noncompliance or if for any reason further investigation may be appropriate.

If a supervisor is unable to respond to the scene of an incident involving a reported application of force, the supervisor is still expected to complete as many of the above items as circumstances permit.

When an incident results in death, serious bodily harm, or great bodily harm, a supervisor shall immediately contact the Office of Independent Investigations pursuant to the procedures established by the Office of Independent Investigation (RCW 43.102.120).

511.8 USE OF DEADLY FORCE

When reasonable, the Correctional Deputy shall, prior to the use of deadly force, warn that deadly force may be used, unless the Correctional Deputy has objectively reasonable grounds to believe the person is aware of those facts.

Use of deadly force is justified in the following circumstances involving imminent threat or imminent risk:

(a) A correctional deputy may use deadly force to protect themself or others from what the Correctional Deputy reasonably believes is an immediate threat of death or serious bodily injury.

(b) A correctional deputy may use deadly force to stop an escaping inmate, or to stop a fleeing individual, when the Correctional Deputy has probable cause to believe that the individual has committed, or intends to commit, a felony involving the infliction or threatened infliction of serious bodily injury or death, and the Correctional Deputy reasonably believes that there is an imminent or future potential risk of serious bodily injury or death to any other person if the individual is not immediately apprehended. Under such circumstances, a verbal warning should precede the use of deadly force, where feasible.

Imminent does not mean immediate or instantaneous. An imminent danger may exist even if the individual is not at that very moment pointing a weapon at someone. For example, an imminent danger may exist if a correctional deputy reasonably believes the individual has a weapon or is attempting to access one and it is reasonable to believe the individual intends to use it against the Correctional Deputy or another person. An imminent danger may also exist if the individual is capable of causing serious bodily injury or death without a weapon and the Correctional Deputy believes the individual intends to do so.

511.9 USE OF FORCE REVIEW

The Sergeant shall review all related reports of use of force incidents occurring on their command. The review is to determine whether the use of force was in compliance with policy, procedure, and applicable law, and to determine if follow-up action or investigation is necessary. The Sergeant

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should also ensure that a review packet containing a copy of all pertinent reports and materials is prepared and forwarded to the Use of Force Review Committee.

511.9.1 USE OF FORCE REVIEW COMMITTEE

The review committee shall meet and review all use of force cases within 30 days of the incident. It is the responsibility of the Sergeant to ensure these meetings occur.

The committee will comprise the following members:

(a) The Superintendent

(b) One supervisor assigned on a rotational basis

(c) The Training Section

(d) One qualified health care professional

(e) A correctional deputy with advanced use of force training

(f) Other members as selected by the Superintendent

The committee should render a single finding as to whether the use of force was within policy. Any recommendations for areas identified as needing training, changes in policy, or further investigation into incidents that may lead to employee discipline shall be addressed in a separate memorandum to the Training Officer and/or the Sheriff's Office, as appropriate.

511.10 TRAINING

The Superintendent shall work with the Training Officer to ensure legal and facility training mandates are met. This training shall include the following:

(a) Use of force, including the duty to intercede

(b) Weapons, control devices, and chemical agents

(c) Self-defense

(d) Confrontation avoidance procedures:

1. Communication techniques
2. De-escalation techniques
3. Dealing with the mentally ill
4. Application of restraints

(e) Forced cell extraction techniques

(f) Force team techniques

(g) General restraint training (soft and hard restraints)

(h) Reporting procedures

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511.10.1 TRAINING FOR OTHER WEAPONS AND CONTROL DEVICES

The Training Officer shall ensure that all Correctional Deputies who are authorized to carry a control device have been properly trained and certified to carry the specific control device and are retrained or recertified, as necessary.

(a) Proficiency training shall be monitored and documented by a certified, control-device weapons or tactics instructor.

(b) All training and proficiency for control devices will be documented in the Correctional Deputy's training file.

(c) Correctional Deputies who fail to demonstrate proficiency with the control device or knowledge of this policy will be restricted from carrying the control device until demonstrating proficiency. If a correctional deputy cannot demonstrate proficiency with a control device or knowledge of this policy after remedial training, the Correctional Deputy may be subject to discipline.

511.10.2 PERIODIC TRAINING

Supervisors should conduct and document regular periodic briefings concerning this policy and the storage and use of other weapons and control devices. Any test sheets or documentation of performance should be forwarded to the Training Officer to be included in the Correctional Deputy's training file.

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Use of Restraints - Corrections Officers

512.1 PURPOSE AND SCOPE

This policy establishes guidelines for the application, supervisory oversight of, and restrictions on the use of restraints on persons incarcerated in this facility.

This policy shall apply to the use of specific types of restraints, such as four/five-point restraints, restraint chairs, ambulatory restraints, and similar restraint systems, as well as all other restraints, including handcuffs, waist chains, and leg irons when such restraints are used to restrain any inmate for prolonged periods.

512.1.1 DEFINITIONS

Definitions related to this policy include:

Clinical restraints - Restraints applied when an inmate's disruptive, assaultive, and/or self-injurious behavior is related to a medical or mental illness. Clinical restraints can include leather, rubber, or canvas hand and leg restraints with contact points on a specialized bed (four/five-point restraints) or a portable restraint chair.

Therapeutic seclusion - Segregated confinement of an agitated, vulnerable, and/or severely anxious inmate with a serious mental illness as part of their treatment when clinically indicated for preventive therapeutic purposes.

512.2 POLICY

It is the policy of this department that restraints shall be used only to prevent self-injury, injury to others, or property damage. Restraints may also be applied according to inmate classification, such as maximum security, to control the behavior of a high-risk inmate while the inmate is being moved outside the cell or housing unit.

Restraints shall never be used for retaliation or as punishment. Restraints shall not be utilized any longer than is reasonably necessary to control the inmate. Restraints are to be applied only when less restrictive methods of controlling the dangerous behavior of an inmate have failed or appear likely to fail. Each incident where restraints are used beyond compliant handcuffing shall be documented as a use of force by the handling staff member and the documents placed in the appropriate file prior to the end of the staff member's shift.

This policy does not apply to the temporary use of restraints, such as handcuffing or the use of leg irons to control an inmate during movement and transportation inside or outside the facility.

512.3 USE OF RESTRAINTS - CONTROL

Supervisors shall proactively oversee the use of restraints on any inmate. Whenever feasible, the use of restraints, other than routine use during transfer, shall require the approval of the Sergeant prior to application. In instances where prior approval is not feasible, the Sergeant shall be apprised of the use of restraints as soon as practicable.

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Use of Restraints - Corrections Officers

Restraint devices, such as restraint chairs, shall only be used on an inmate when it reasonably appears necessary to overcome resistance, prevent escape, or bring an incident under control, thereby preventing injury to the inmate or others, or eliminating the possibility of property damage. Restraints shall not be applied for more time than is reasonably necessary to achieve the above goals.

Excluding short-term use to gain immediate control, placing an inmate in a restraint chair or other restraints for extended periods requires approval from the Superintendent or the authorized designee prior to taking action. The medical staff shall be called to observe the application of the restraints, when feasible, prior to the application or as soon as practicable after the application, and to check the inmate for adequate circulation.

The use of restraints for purposes other than for the controlled movement or transportation of an inmate shall be documented on appropriate logs to include, at minimum, the type of restraint used, when it was applied, a detailed description of why the restraint was needed, and when it was removed.

The following provisions shall be followed when utilizing restraints to control an inmate:

(a) Restraints shall not be used as punishment, placed around a person's neck, or applied in a way that is likely to cause undue physical discomfort or restrict blood flow or breathing (e.g., hog-tying) (Chapter 291, § 2, 2024 Laws).

(b) Restrained inmates shall not be placed facedown or in a position that inhibits breathing.

(c) Restraints shall not be used to secure a person to a fixed object except as a temporary emergency measure. A person who is being transported shall not be locked in any manner to any part of the transporting vehicle, except for items installed for passenger safety, such as seat belts.

(d) Inmates in restraints shall be housed either alone or in an area designated for restrained inmates.

(e) Restraints shall be applied for no longer than is reasonably necessary to protect the inmate or others from harm.

(f) Staff members shall conduct direct face-to-face observation at least twice every 30 minutes on an irregular schedule to check the inmate's physical well-being and behavior. Restraints shall be checked to verify correct application and to ensure they do not compromise circulation. All checks shall be documented, with the actual time recorded by the person doing the observation, along with a description of the inmate's behavior. Any actions taken should also be noted in the log.

(g) The specific reasons for the continued need for restraints shall be reviewed, documented, and approved by the Superintendent or the Sergeant at least every two hours.

(h) As soon as possible, but within four hours of placement in restraints, the inmate shall be medically assessed to determine whether the inmate has a serious medical condition that is being masked by the aggressive behavior. The medical assessment

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shall be a face-to-face evaluation by a qualified health care professional and shall recur once every six hours of continued restraint thereafter.

(i) As soon as possible, but within eight hours of placement in restraints, the inmate must be evaluated by a mental health professional to assess whether the inmate needs immediate and/or long-term mental health treatment.

512.3.1 USE OF RESTRAINTS FOR COURT HEARINGS

Prior judicial approval should be obtained for any inmate restraints that will be used in any court proceeding.

Juveniles shall not be brought before the court for any court appearance wearing any physical restraint devices except when ordered by the court (JuCR 1.6).

512.4 USE OF RESTRAINTS - CLINICAL

Inmates may be considered for clinically ordered restraints or seclusion when exhibiting dangerous behavior that is believed to be a product of a medical or mental illness and that puts the inmate and/or others at risk of physical harm, or when medical care is urgently required and the inmate is not considered competent to give or withhold consent.

Clinical restraints and/or therapeutic seclusion shall only be used when an inmate's safety or the safety of others cannot be protected by less restrictive means and only upon the direct order of a qualified health care professional and notification of the Superintendent or the authorized designee prior to taking action. Restraints shall be used no longer than is reasonably necessary to provide for the legitimate safety concerns of the inmate, staff, or others.

The following provisions shall be used any time clinical restraints or therapeutic seclusion is authorized:

(a) Excluding short-term use to gain immediate control of an inmate exhibiting dangerous or destructive behavior, an inmate may be placed in clinical restraints or therapeutic seclusion only on the orders of a qualified health care professional and only after making a determination that less restrictive interventions are ineffective to prevent the inmate from causing property damage or serious injury to him/herself or others.

(b) Clinical restraints or therapeutic seclusion shall never be ordered or otherwise applied as a means of coercion, discipline, punishment, convenience, or retaliation.

(c) The qualified health care professional's order may only be in effect for up to 12 hours for adult inmates and up to two hours for inmates age 17 or younger.

(d) Within one hour of the application of restraints or therapeutic seclusion, a face-to-face observation of the inmate to evaluate the need for continued restraint or therapeutic seclusion shall be conducted by a qualified health care professional.

(e) If deemed clinically necessary, the qualified health care professional who gave the initial order for restraints or therapeutic seclusion may renew the original order for an additional four hours for an adult or up to two hours for a person who is age 17 or younger.

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(f) Inmates placed in clinical restraints shall be placed in designated cells within the medical unit. The restraints shall be applied in the least restrictive manner possible, based on the qualified health care professional's evaluation and order.

(g) Inmates placed in restraints shall only be placed in a face-up position.

(h) Following the first face-to-face observation, a qualified health care professional shall conduct face-to-face checks at least every 15 minutes on an irregular schedule to assess the inmate's condition and behavior. The restraints shall be checked for proper application and to ensure that circulation is not compromised. Checks shall be documented in the inmate's medical file.

(i) Except in the event of a medical emergency for the inmate, only a qualified health care professional shall determine when an inmate shall be released from clinical restraints or therapeutic seclusion.

512.5 RANGE OF MOTION

Inmates placed in restraints for longer than two hours should receive a range-of-motion procedure that will allow for the movement of the extremities. Range-of-motion exercise will consist of alternate movement of the extremities (i.e., right arm and left leg) for a minimum of 10 minutes every two hours.

512.6 FOOD, HYDRATION, AND SANITATION

Inmates who are confined in restraints shall be given food and fluids. Food shall be provided during normal meal periods. Hydration (water or juices) will be provided no less than once every two hours or when requested by the inmate.

Offering food and hydration to inmates will be documented to include the time, the name of the person offering the food or water/juices, and the inmate’s response (receptive, rejected). Provisions shall be made to accommodate any toileting needs at least once every two hours. Inmates shall be given the opportunity to clean themselves should they soil themselves or their clothing while they are in restraints.

512.7 AVAILABILITY OF CPR EQUIPMENT

CPR equipment, such as barrier masks, shall be provided by the facility and located in proximity to the location where inmates in restraints are held.

512.8 RESTRAINED INMATE HOLDING

Restrained inmates should be protected from abuse by other inmates. Under no circumstances will restrained inmates be housed with inmates who are not in restraints. In most instances, restrained inmates are housed alone or in an area designated for restrained inmates.

512.9 PREGNANT INMATES

Leg irons or waist chains shall not be used on any inmate known to be pregnant. Except in extraordinary circumstances no restraints of any kind may be used on any pregnant inmate during transportation to and from visits to medical providers or court proceedings at any time during the third trimester of pregnancy or postpartum recovery. "Extraordinary circumstances" exist where a

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member makes an individualized determination that restraints are necessary to prevent the inmate from escaping or injuring themself, medical or safety personnel, or others. Should restraints be necessary, the restraints shall be the least restrictive available and most reasonable under the circumstances (RCW 70.48.500).

512.9.1 INMATES IN LABOR

While an inmate is in labor or in childbirth, no restraints of any kind may be used (RCW 70.48.500(2)). This does not prohibit a treating physician licensed under Title 18 RCW from requesting the use of hospital restraints for the medical safety of an inmate.

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Searches

513.1 PURPOSE AND SCOPE

The purpose of this policy is to provide clear direction on maintaining the safety and security of the jail by conducting searches in balance with protecting the constitutional rights of inmates.

The introduction of contraband into the jail poses a serious risk to the safety and security of members, inmates, and the public. Any item that is not available to all inmates may be used as currency by those who possess the item and will allow those in possession of the item to have control over other inmates. Any item that may be used to disengage a lock or other electronic security device or that could compromise the physical plant jeopardizes the safety and security of this jail. Carefully restricting the flow of contraband into the jail can only be achieved by thoroughly searching inmates and their environment.

Nothing in this policy is intended to prohibit the otherwise lawful collection of trace evidence from an individual.

513.1.1 DEFINITIONS

Definitions related to this policy include:

Contraband - Anything unauthorized for inmates to possess, including drugs and weapons of any kind.

Excess property - Anything authorized for inmates to possess but in an unauthorized quantity.

Modified strip search - A search that requires the removal or rearranging some of a person's clothing and does not include a visual inspection of the exposed breasts, buttocks, or genitalia of the person. This search may include a thorough tactile search of an inmate's partially unclothed body. This also includes searching the inmate's clothing after it has been removed.

Pat-down search - A search used to check an individual for contraband. It involves thoroughly patting down an inmate's clothed body to locate any items that could pose a danger to the Correctional Deputy, the inmate, or others.

Physical body cavity search - A search that includes a visual inspection of and may include physical intrusion into a body cavity. Body cavity means the stomach, colon, rectum, or vagina.

Strip search - A search that requires the removal or rearranging of some or all of a person's clothing to permit a visual inspection of the underclothing, breasts, buttocks, anus, or outer genitalia of the person.

513.2 POLICY

It is the policy of this department to promote the safety of members, inmates, and visitors by conducting effective and appropriate searches of inmates and areas within the jail in accordance with applicable laws. Members shall always be alert to the possible presence of contraband and shall take immediate action to seize and appropriately handle contraband when found.

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Searches shall not be used for intimidation, harassment, punishment, or retaliation.

513.3 PAT-DOWN SEARCHES

Pat-down searches will be performed on all inmates/arrestees upon entering the secure booking area of the jail. Additionally, pat-down searches shall occur frequently within the jail. At a minimum, members shall conduct pat-down searches in circumstances that include:

(a) When inmates leave their housing units to participate in activities elsewhere in the jail (e.g., exercise yard, medical unit, visiting) and when they return.

(b) During searches of housing units.

(c) When inmates come into contact with other individuals housed outside of their housing units, such as on work details.

(d) Any time a member believes inmates may have contraband on their persons.

Except in emergencies, all pat-down searches will be conducted by a member of the same gender as the inmate. Absent the availability of a member of the same gender, it is recommended that a witnessing member be present during a pat-down search of an individual of another gender. All cross-gender pat-down searches shall be documented (28 CFR 115.15).

513.4 MODIFIED STRIP SEARCHES, STRIP SEARCHES AND PHYSICAL BODY CAVITY SEARCHES

Modified strip searches, strip searches, and physical body cavity searches should be limited to those situations where such searches are necessary (RCW 10.79.060).

Correctional Deputies shall consider and be able to articulate the reason for the search and the scope, manner, and location of the search, and will utilize the least invasive search method to meet the goals of the search (RCW 10.79.140).

513.4.1 STRIP SEARCHES PRIOR TO PLACEMENT IN A HOUSING UNIT

Modified strip searches or strip searches shall be conducted as follows:

(a) No person held prior to placement in a housing unit shall be subjected to a modified strip search or strip search without a warrant unless there is (RCW 10.79.130):

1. Reasonable suspicion based upon specific and articulable facts to believe the person has a health condition requiring immediate medical attention.
2. Reasonable suspicion based upon specific and articulable facts to believe the person is concealing contraband or an item that constitutes a threat to the facility.
3. Probable cause to believe the person is concealing evidence of a crime that is not constituting a threat to the facility.

(b) Factors to be considered in determining reasonable suspicion include but are not limited to:

1. The detection of an object during a pat-down search that may be contraband and cannot be safely retrieved without a modified strip search or strip search.

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2. Circumstances of a current arrest that specifically indicate the person may be concealing contraband.

    (a) Reasonable suspicion is presumed to exist when the person to be searched has been arrested for any of the following offenses (RCW 10.79.130):

        1. A violent offense as defined in RCW 9.94A.030
        2. Any offense involving escape, burglary, or the use of a deadly weapon
        3. Possession of prescription drugs, controlled substances, or imitation controlled substances

3. Custody history (e.g., past possession of contraband while in custody, assaults on members, escape attempts).
4. The person's actions or demeanor, such as refusal to submit to a pat-down search.
5. Criminal history (e.g., level of experience in a custody setting; convictions for escape, possession of drugs or weapons, crimes of violence; being a fugitive).
6. An alert by a metal detector or drug detection device.
7. Other reliable information that the person possesses contraband.

(c) Except in the case of a medical emergency, no modified strip search or strip search of an inmate shall be conducted before admittance to a housing unit without prior written authorization from the Sergeant (RCW 10.79.140).

513.4.2 SEARCHES OF PRETRIAL INMATES

Pat-down searches, clothing searches, and electronic metal-detector searches, as appropriate, will be conducted on all pretrial inmates upon admission into the general population and whenever the pretrial inmate has entered an environment where contraband may be accessed. A pretrial inmate is a person who is being held pretrial without an order denying bail. This includes but is not limited to the following:

- Upon return from contact visits
- Upon leaving the kitchen, shop, farm, etc.
- Upon return to general population from outside the confines of the facility (court, work-release, work detail, medical visits)

A clothing search involves an inmate removing some or all of their clothing behind a modesty screen and a thorough search of the inmate's removed clothing. It does not include a visual inspection of the underclothing, breasts, buttocks, or genitalia of the inmate, but may include inspection of the inmate's hands and feet.

No pretrial inmate shall be subjected to a modified strip search or strip search without a warrant unless one or more of the following conditions exist (RCW 10.79.130):

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(a) There is reasonable suspicion based upon specific and articulable facts to believe the person has a health condition requiring immediate medical attention.

(b) There is reasonable suspicion based upon specific and articulable facts to believe the person is concealing on their body a weapon, contraband, or an item that constitutes a threat to the facility.

1. Reasonable suspicion is presumed to exist when the person to be searched has been arrested for any of the following offenses (RCW 10.79.130):

(a) A violent offense as defined in RCW 9.94A.030

(b) Any offense involving escape, burglary, or the use of a deadly weapon

(c) Possession of prescription drugs, controlled substances, or imitation controlled substances

(c) There is probable cause to believe the person is concealing on their body evidence of a crime not constituting a threat to the facility.

Except in the case of a medical emergency, no modified strip search or strip search of a pretrial inmate shall be performed without prior written authorization from the Sergeant (RCW 10.79.140).

513.4.3 STRIP SEARCHES OF CONVICTED AND NO BAIL ORDERED INMATES

Modified strip searches or strip searches shall be conducted on all inmates upon admission into a housing unit.

A modified strip search or a strip search of an inmate in a housing unit should be conducted when the inmate has entered an environment where contraband may be accessed. This includes but is not limited to the following:

(a) Upon return from contact visits

(b) Upon leaving areas such as the kitchen, shop, or farm

(c) Upon return to the housing unit from outside the confines of the jail (e.g., court, work-release, work detail, medical visits)

Inmates returning from court with release orders shall not be subjected to modified strip searches or strip searches unless reasonable suspicion exists based on specific and articulable facts that the person is concealing contraband. An inmate should not be returned to the housing unit, except to retrieve personal property under the direct visual supervision of a member.

Members may conduct modified strip searches and strip searches of inmates outside the above listed circumstances only with prior written supervisor approval. In such cases, supervisors shall consider and articulate the scope, manner, justification, and location of the particular search. Less invasive searches should be used if they will accomplish the goals of the search. For example, a pat-down may be sufficient as an initial effort to locate a larger item, such as a cell phone.

513.4.4 MODIFIED STRIP SEARCH AND STRIP SEARCH PROCEDURES

All modified strip searches and strip searches shall be conducted in a professional manner under sanitary conditions and in an area where the search cannot be observed by people not participating

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in the search. Except at the request of the inmate, no person other than those who are participating in the search shall be present or able to observe the search (RCW 10.79.150). The search shall not be video or audio recorded.

Unless conducted by a qualified health care professional or in case of an emergency, a modified strip search or strip search shall be conducted and observed only by members of the same gender as the person being searched (RCW 10.79.100). Any cross-gender modified strip searches and cross-gender strip searches shall be documented (28 CFR 115.15).

Whenever possible, a second member of the same gender should be present during the search for security purposes and to witness the discovery of evidence. Except in exceptional circumstances, the number of members present during a search shall not exceed three.

The member conducting a strip search shall not touch the breasts, buttocks, or genitalia of the person being searched except and only to the extent necessary to safely remove contraband from the exterior of the person being searched. These areas may be touched through the clothing during a modified strip search.

Generally, items protruding from body cavities should not be removed. If a body cavity search appears necessary, see the Physical Body Cavity Searches section of this policy.

(a) The searching member will instruct the inmate to:

1. Remove or rearrange their clothing.
2. Raise their arms above the head and turn 360 degrees.
3. Bend forward and run their hands through their hair.
4. Turn their head, to the left and to the right, so the searching Correctional Deputy can inspect the inmate's ear orifices.
5. Open their mouth and run a finger over the upper and lower gum areas, then raise the tongue so the Correctional Deputy can inspect the interior of the inmate's mouth. Remove dentures if applicable.
6. Turn around and raise one foot first, then the other so the Correctional Deputy can check the bottom of each foot.
7. Turn around, bend forward, and spread the buttocks if necessary to view the anus.

(b) At the completion of the search, the inmate should be instructed to dress in either street clothes or jail-supplied clothing, as appropriate.

513.4.5 PHYSICAL BODY CAVITY SEARCHES

Physical body cavity searches shall be completed as follows (RCW 10.79.080; RCW 10.79.100):

(a) No person shall be subjected to a physical body cavity search without the prior written approval of the Superintendent or the authorized designee and only with the issuance of a search warrant. Authorization may be obtained electronically from the Superintendent or the authorized designee.

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(b) Before any physical body cavity search is authorized or conducted, a thorough pat-down search, electronic metal-detector search, or clothing search, as appropriate, shall be used. No physical body cavity search shall be authorized or conducted unless these other methods do not satisfy the safety, security, or evidentiary concerns of the facility.

(c) Only a physician, registered nurse, or physician assistant may conduct a physical body cavity search. Except in exigent circumstances, only a physician, registered nurse, or physician assistant who is not responsible for providing ongoing care to the inmate may conduct the search.

(d) Except for the physician, registered nurse, or physician assistant conducting the search, persons present must be of the same gender as the person being searched. Only Correctional Deputies needed to maintain the safety and security of the medical personnel shall be present during the search.

1. The Sergeant may allow an inmate to have a readily available witness of the inmate's choosing present at the search. The witness shall not be currently in custody or pose an unreasonable security risk.

(e) Privacy requirements, including restricted touching of body parts, and sanitary condition requirements are the same as required for a strip search.

(f) All such searches shall be documented, including:

1. The facts that led to the decision to perform a physical body cavity search of the inmate.
2. The reasons less intrusive methods of searching were insufficient.
3. The Superintendent or authorized designee's written approval.
4. A copy of the search warrant and supporting documents.
5. The time, date, and location of the search.
6. The medical personnel present.
7. The names, genders, and roles of any Correctional Deputies present.
8. The name of the inmate's witness, if any.
9. A statement of the results of the search and a list of any items removed from the inmate as a result of the search.

(g) Completed documentation should be placed in the inmate's file. A copy of any search warrant and the results of the physical body cavity search shall be included with the related reports and made available, upon request, to the inmate or authorized representative (except for those portions of the warrant ordered sealed by a court).

(h) All contraband should be processed in accordance with the department's current evidence procedures.

(i) If appropriate, a crime report and/or disciplinary report shall be completed.

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513.4.6 DOCUMENTING MODIFIED STRIP SEARCHES AND STRIP SEARCHES
The staff member conducting a modified strip search or strip search shall (RCW 10.79.150):

(a) Document the name and gender of the person searched.

(b) Document the facts that led to the decision to perform a strip search of the inmate, including the offense for which the person was arrested if that fact was considered in determining reasonable suspicion to conduct the search.

(c) Document the reasons less intrusive methods of searching were not used or were insufficient.

(d) Document the supervisor's approval.

(e) Document the time, date, and location of the search.

(f) Document the names of staff present and their serial numbers, gender, and roles.

(g) Document any complaints made by the inmate or problems encountered during the search.

(h) Document any health conditions observed by the Correctional Deputy.

(i) Itemize and process all contraband and evidence discovered by the search in accordance with the department's current evidence procedures.

(j) If appropriate, a crime report and/or disciplinary report shall be completed.

(k) Ensure the completed documentation is placed in the inmate's file. A copy of the written authorization shall be retained and made available to the inmate or other authorized representative upon request.

513.5 PROHIBITED SEARCHES OF TRANSGENDER AND INTERSEX INMATES

Members shall not search or physically examine a transgender or intersex inmate for the sole purpose of determining genital status (see the Prison Rape Elimination Act Policy for transgender and intersex definitions). If genital status is unknown, it may be determined during conversations with the inmate, by reviewing medical records, or if necessary, by obtaining that information as part of a broader medical examination conducted in private by a qualified health care professional (28 CFR 115.15).

513.6 HOUSING UNIT SEARCHES

Housing unit searches shall occur as directed by a supervisor. These searches should include all of the living spaces occupied by inmates. Housing unit searches should be scheduled in a manner that does not create a pattern where the inmates can predict such searches. During a housing unit search:

(a) All inmates shall vacate their living areas and be patted down by members.

(b) Inmates should be escorted to a separate holding area, such as the recreation yard.

(c) Members shall search the living areas of the inmates, including bedding, personal storage areas, bunks, and other areas with inmate access.

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(d) Any contraband located shall be processed in accordance with the current evidence procedures.

(e) Members shall attempt to identify the inmate who possessed the contraband and file appropriate inmate discipline and/or crime reports.

(f) Any excess property shall be seized, inventoried, and retained pending disposition according to jail procedures.

(g) At the conclusion of the housing unit search, closely supervised inmate workers should clean the unit. All authorized inmate personal property shall be respected and living areas should be returned to an orderly condition.

513.7 PHYSICAL PLANT SEARCHES

The following areas of this jail shall be periodically searched for contraband:

(a) Exercise yards shall be searched before and after each inmate group occupies the yard.

(b) Holding cells shall be searched before and after each occupation.

(c) Program areas, such as classrooms and multipurpose rooms, shall be searched after each use by an inmate or inmate group.

(d) Laundry areas shall be searched before and after inmate use.

(e) Kitchen areas shall be frequently searched for contraband and to account for tools, knives, and food items.

(f) Inmate visiting and public areas shall be frequently inspected.

(g) The jail perimeter shall be searched at least once each shift.

513.8 CRIMINAL EVIDENCE SEARCHES

The Superintendent or the authorized designee shall be notified, as soon as practicable, any time it is suspected that a crime has been committed in the jail or other area controlled by jail members, and there is a need to search for evidence related to the crime. A search for evidence may be conducted by members whenever there is a need for such action.

Any evidence collected in connection with an alleged crime should be processed in accordance with the department's current evidence procedures.

513.9 TRAINING

The Training Officer shall provide training for members on this policy, including how to conduct pat-down searches, modified strip searches, and strip searches in a professional and respectful manner and in the least intrusive manner possible, consistent with jail security needs. This training shall include cross-gender pat downs and searches, as well as searches of transgender and intersex inmates (28 CFR 115.15).

513.10 CANINE-ASSISTED SEARCHES

It is the policy of this jail to use canines to assist members in searching for contraband. Such searches shall occur only with a supervisor's approval. Only canines trained to detect contraband

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will be allowed within the secure perimeter of the jail. Canines trained solely in crowd control or to assist in physically subduing individuals will not be used in the jail.

Canines will generally be used to assist members in physical plant, housing unit, and perimeter searches. Contact between inmates and canines should be kept to a minimum (see the Canines Policy).

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Reporting In-Custody Deaths

514.1 PURPOSE AND SCOPE

This policy provides direction on how in-custody deaths shall be reported.

514.1.1 DEFINITIONS

Definitions related to this policy include:

In-custody death - The death of any person, for whatever reason (natural, suicide, homicide, accident), who is in the process of being booked or is incarcerated at any facility of this department.

514.2 POLICY

It is the policy of this department to follow state and local guidelines for reporting in-custody deaths.

514.3 MANDATORY REPORTING

All in-custody deaths shall be reported as required.

If the decedent is a boarder for another agency, the Superintendent shall notify that agency so that agency will assume responsibility for the notification of the decedent’s family.

Pursuant to Article 37 of the Vienna Convention on Consular Relations 1963, in the case of the death of a foreign national, telephonic notification to the appropriate consulate post should be made without unreasonable delay and confirmatory written notification shall be made within 72 hours of the death to the appropriate consulate post. The notification shall include the inmate’s name, identification number, date and time of death and the attending physician’s name.

In the event that a juvenile dies while in-custody, the Superintendent or the authorized designee shall notify the court of jurisdiction and ensure notification to the juvenile's parent or guardian.

514.4 PROCEDURE

Upon determining that a death of any person has occurred while in the custody of this department, the Sergeant is responsible for ensuring that the Superintendent and all appropriate investigative authorities, including the Coroner, are notified without delay and all written reports are completed.

The Sergeant shall also promptly notify the Superintendent and make any other notifications required by policy or direction. The Superintendent shall observe all pertinent laws and allow appropriate investigating agencies full access to all facts surrounding the death (RCW 68.50.010).

The Department shall establish policies and procedures for the investigation of any in-custody death.

The decedent’s personal belongings shall be disposed of in a responsible and legal manner (RCW 36.24.130). All property and records shall be retained according to established records retention schedules (WAC 44-14-03005).

The individual designated by the decedent shall be notified of all pertinent information as required by law.

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During an investigation, all inquiries regarding the death shall be referred to the Public Information Officer. Correctional Deputies shall not make a public comment.

514.5 IN-CUSTODY DEATH REVIEW

The Superintendent is responsible for establishing a team of qualified staff to conduct an administrative review of every in-custody death. At a minimum, the review team should include the following:

(a) Superintendent

(b) County Attorney

(c) County Prosecutor

(d) Investigative staff

(e) Responsible Physician, qualified health care professionals, Sergeants or other staff who are relevant to the incident

The in-custody death review should be conducted no later than 72 hours after the incident.

514.5.1 UNEXPECTED-FATALITY REVIEW

When the death of an inmate is unexpected, the Superintendent or the authorized designee shall conduct an unexpected-fatality review by appointing an unexpected-fatality review team that meets the requirements of RCW 70.48.510. The review should include recommendations regarding changes in practices or policies to prevent fatalities and strengthen safety and health protections for inmates in custody.

Upon conclusion of the review, the Superintendent shall, within 120 days following the fatality, issue a report of the results and distribute it to the governing unit with primary responsibility for the operation of the jail, and appropriate committees of the legislature. The report is subject to public disclosure, but confidential information may be redacted consistent with the requirements of applicable state and federal law.

The Superintendent is responsible for developing and implementing procedures to carry out the responsibilities of the review.

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Staff and Inmate Contact

515.1 PURPOSE AND SCOPE

Interaction with inmates allows for continual assessment of the safety and security of the facility and the health and welfare of the inmates. However, inappropriate interaction can undermine security and order in the facility and the integrity of the supervision process.

This policy provides guidelines for appropriate and professional interaction between members and inmates, and is intended to promote high ethical standards of honesty, integrity and impartiality as well as increase facility safety, discipline and morale.

Violation of this policy may result in disciplinary action up to and including dismissal. Members who seek information or clarification about the interpretation of this policy are encouraged to promptly contact their supervisor.

515.2 POLICY

The Superintendent shall ensure that inmates have adequate ways to communicate with staff and that the staff communicates and interacts with inmates in a timely and professional manner.

515.3 GENERAL CONTACT GUIDELINES

Members are encouraged to interact with the inmates under their supervision and are expected to take prompt and appropriate action to address health and safety issues that are discovered or brought to their attention.

All members should present a professional and command presence in their contact with inmates. Members shall address inmates in a civil manner. The use of profanity, and derogatory or discriminatory comments is strictly prohibited.

Written communication (e.g., request forms, inmate communication, grievances, rules infraction forms, disciplinary reports) shall be answered in a timely manner. Such communication shall be filed with the inmate’s records.

Members shall not dispense legal advice or opinions, or recommend attorneys or other professional services to inmates.

While profanity and harsh language are prohibited, the Department recognizes the necessity for staff to give inmates direction in a firm, determined, and authoritative manner in order to maintain proper supervision and control. Authoritative directions to inmates are particularly instructed when activities or events pose a threat to the safety or security of this facility.

515.4 ANTI-FRATERNIZATION

Personal or other interaction not pursuant to official duties between facility staff and current inmates, inmates who have been discharged within the previous year, their family members or known associates have the potential to create conflicts of interest and security risks in the work environment.

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Members shall not knowingly maintain a personal or unofficial business relationship with any persons described in this section unless written permission is received from the Superintendent.

Prohibited interactions include but are not limited to:

(a) Communications of a sexual or romantic nature.

(b) Salacious exchanges.

(c) Sexual abuse, sexual assault, sexual contact, or sexual harassment.

(d) Exchanging letters, phone calls, or other similar communications, such as texting.

(e) Exchanging money or other items.

(f) Extending privileges, giving or accepting gifts, gratuities, or favors.

(g) Bartering.

(h) Any financial transactions.

(i) Being present at the home of an inmate for reasons other than an official visit without reporting the visit.

(j) Providing an inmate with the staff member’s personal contact information, including social media accounts.

515.4.1 EXCEPTIONS

The Superintendent may grant a written exception to an otherwise prohibited relationship on a case-by-case basis based upon the totality of the circumstance. In determining whether to grant an exception, the Superintendent should give consideration to factors including, but not limited to:

- Whether a relationship existed prior to the incarceration of the inmate.
- Whether the relationship would undermine security and order in the facility and the integrity of the supervision process.
- Whether the relationship would be detrimental to the image and efficient operation of the facility.
- Whether the relationship would interfere with the proper discharge of, or impair impartiality and independence of, judgment in the performance of duty.

515.5 REPORTING

Members shall promptly report all attempts by inmates to initiate sexual acts or any salacious conversations, and forward any correspondence from an inmate or former inmate to the Superintendent or the authorized designee.

Members shall report all attempts by inmates to intimidate or instill feelings of fear to their Sergeant.

Members shall promptly notify their immediate Sergeants in writing if:

- A family member or close associate has been incarcerated or committed to the custody of the facility.

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- The member is involved in a personal or family relationship with a current inmate or with an inmate who has been discharged within the previous year.

515.6 CONSTITUTIONAL MATTERS

Members shall follow all United States and Washington Constitutional requirements pertaining to custodial situations; including, but not limited to, search and seizure, access to counsel and interview and interrogation.

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Transportation of Inmates Outside the Secure Facility

516.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the transportation of inmates outside this facility and to ensure that the staff assigned to transportation duties is qualified and adequately trained.

516.2 POLICY

It is the policy of the Ferry County Sheriff's Office to provide safe, secure and humane transportation for all inmates and other persons as required by law.

This department shall transfer all inmates from the jail to the place of imprisonment pursuant to the sentence of the court as soon as practicable after the sentence, in accordance with all laws relating to the transfer of inmates and costs related to transfers to facilities and jurisdictions.

516.3 PROCEDURES

Only staff members who have completed department-approved training on inmate transportation should be assigned inmate transportation duty. All staff members who operate transportation vehicles shall hold a valid license for the type of vehicle being operated.

Any member who transports an inmate outside the secure confines of this facility is responsible for:

(a) Obtaining all necessary paperwork for the inmate being transported (e.g., medical/ dental records, commitment documents).

1. If the inmate being transported has a developmental disability or is suffering from a traumatic brain injury, the nature of the disability and any necessary accommodations must be documented and provided to the receiving facility staff (RCW 70.48.245).

(b) Submitting a completed transportation plan to the transportation Sergeant. Items that should be addressed in the plan include:

1. Type of restraints to be used on the inmates being transported.
2. The routes, including alternate routes, to be taken during the transportation assignment. Routes should be selected with security for the community in mind.
3. Emergency response procedures in the event of a collision, breakdown of a transportation vehicle or other unforeseen event.

(c) Ensuring that all inmates are thoroughly searched, and appropriate restraints are properly applied.

1. Leg irons or waist chains shall not be used on any inmate known to be pregnant (see the Use of Restraints Policy) (RCW 70.48.500(3)).

(d) Ensuring that all vehicle security devices (e.g., window bars, inside cages, door locks) are in good repair and are operational.

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(e) Thoroughly searching the transporting vehicle for contraband before any inmate is placed inside, and again after removing the inmate from the transporting vehicle.

516.3.1 TRANSPORTATION LOGS

Inmate transportation logs shall be developed by the Superintendent or the authorized designee and used to log all inmate transportation. The logs shall include:

- Name and identification number of the inmate.
- Date and start/stop time of the transport.
- Location where the inmate was transported.
- Name and identification number of the transporting Correctional Deputy.
- Circumstances of any unusual events associated with the transportation.

The logs shall be retained by the facility in accordance with established records retention schedules.

516.3.2 TRANSFER OF INMATE TO HOSPITAL

When an inmate in custody for a violent or sex offense is taken to a hospital, the transporting Correctional Deputy shall remain with, or secure, the inmate while the inmate is receiving care, unless (RCW 10.110.020; RCW 10.110.030):

(a) If an inmate is in custody they will remain in restraints and have a Correctional Deputy present at all times. Inmates will never be left alone without supervision.

(b) The Correctional Deputy will notify the medical care provider that the Correctional Deputy is leaving if the inmate has been:

1. Released from custody due to medical reason or by court order.
2. No emergency situation will take precedence over custody of an inmate.

(c) If needed, Correctional Deputy may secure inmate to hospital bed to prevent escape or attempt to intimidate or cause harm to others. May apply handcuffs to railing of bed and attach cuffs or extra leg restraints to prevent risk of escape.

516.4 TRAINING

The Training Officer shall ensure that all employees charged with inmate transportation duties receive training appropriate for the assignment.

Documentation of all training presented shall be retained in the employee’s training file in accordance with established records retention schedules.

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Safety Cells

517.1 PURPOSE AND SCOPE

This policy establishes the requirement for placing inmates into and the continued placement of inmates in safety cells.

517.1.1 DEFINITIONS

Definitions related to this policy include:

Safety cell - An enhanced protective housing designed to minimize the risk of injury or destruction of property used for inmates who display behavior that reveals intent to cause physical harm to themselves or others or to destroy property or who are in need of a separate cell for any reason, until suitable housing is available.

517.2 POLICY

This facility will employ the use of safety cells to protect inmates from injury or to prevent the destruction of property by an inmate in accordance with applicable law.

A sobering or safety cell shall not be used as punishment or as a substitute for treatment. The Superintendent or the authorized designee shall review this policy annually with the Responsible Physician.

517.3 SAFETY CELL PROCEDURES

The following guidelines apply when placing any inmate in a safety cell:

(a) Placement of an inmate into a safety cell requires approval of the Sergeant or the Responsible Physician.

(b) A safety cell log shall be initiated every time an inmate is placed into the safety cell and should be maintained for the entire time the inmate is housed in the cell. Cell logs will be retained in accordance with established department retention schedules (WAC 44-14-03005).

(c) A safety check consisting of direct visual observation that is sufficient to assess the inmate's well-being and behavior shall occur twice every 30 minutes. Each safety check of the inmate shall be documented. Sergeants shall inspect the logs for completeness every two hours and document this action on the safety cell log.

(d) Inmates should be permitted to remain normally clothed or should be provided a safety suit, except in cases where the inmate has demonstrated that clothing articles may pose a risk to the inmate's safety or the facility. In these cases, the reasons for not providing clothing shall be documented on the safety cell log.

(e) Inmates in safety cells shall be given the opportunity to have fluids (water, juices) at least hourly. Correctional Deputies shall provide the fluids in paper cups. The inmates shall be given sufficient time to drink the fluids prior to the cup being removed. Each time an inmate is provided the opportunity to drink fluids will be documented on the safety cell log.

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(f) Inmates will be provided meals during each meal period. Meals will be served on paper plates or in other safe containers and the inmates will be monitored while eating the meals. Inmates shall be given ample time to complete their meals prior to the plate or container being removed. All meals provided to inmates in safety cells will be documented on the safety cell log.

(g) The Sergeant shall review the appropriateness for continued retention in the safety cell at least every eight hours. The reason for continued retention or removal from the safety cell shall be documented on the safety cell log.

(h) A medical assessment of the inmate in the safety cell shall occur within 12 hours of placement or at the next daily sick call, whichever is earliest. Continued assessment of the inmate in the safety cell shall be conducted by a qualified health care professional and shall occur at least every 24 hours thereafter. Medical assessments shall be documented.

(i) A mental health assessment shall be conducted within 24 hours of an inmate's placement in the safety cell. The mental health professional's recommendations shall be documented.

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Biological Samples

518.1 PURPOSE AND SCOPE

This policy provides guidelines for the collection of biological samples from those inmates required to provide samples upon conviction for certain offenses (RCW 43.43.754). This policy does not apply to biological samples collected at a crime scene or taken from a person in conjunction with a criminal investigation. Nor does it apply to biological samples collected from those required to register, for example, as sex offenders.

518.2 POLICY

The Ferry County Sheriff's Office shall assist in the expeditious collection of required biological samples from inmates in accordance with the laws of this state and with as little reliance on force as practicable.

518.3 INMATES SUBJECT TO BIOLOGICAL SAMPLE COLLECTION

The following inmates must submit a biological sample (RCW 43.43.754):

(a) Every inmate convicted on or after June 12, 2008, of any of the following crimes (or equivalent juvenile offenses):

1. Any felony offense
2. Assault in the fourth degree where domestic violence as defined in RCW 9.94A.030 was pleaded and proven (RCW 9A.36.041)
3. Assault in the fourth degree with sexual motivation (RCW 9A.36.041; RCW 9.94A.835)
4. Communication with a minor for immoral purposes (RCW 9.68A.090)
5. Custodial sexual misconduct in the second degree (RCW 9A.44.170)
6. Failure to register (RCW 9A.44.040 et seq.)
7. Harassment (RCW 9A.46.020)
8. Patronizing a prostitute (RCW 9A.88.110)
9. Sexual misconduct with a minor in the second degree (RCW 9A.44.096)
10. Stalking (RCW 9A.46.110)
11. Violation of a sexual assault protection order granted under RCW 7.105.050 et seq. (Civil Protection Orders)
12. Indecent exposure (RCW 9A.88.010)

518.4 PROCEDURE

When an inmate is required to provide a biological sample, a trained employee shall attempt to obtain the sample in accordance with this policy.

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518.4.1 COLLECTION

The following steps should be taken to collect a sample:

(a) Verify that the inmate is required to provide a sample pursuant to RCW 43.43.754.

(b) Verify that a biological sample has not been previously collected from the inmate by querying the Washington State Patrol (WSP) Crime Lab. There is no need to obtain a biological sample if one has been previously obtained (RCW 43.43.754).

(c) Use the designated collection kit provided by the WSP to perform the collection and take steps to avoid cross contamination.

(d) Forward the sample to the appropriate crime laboratory as soon as practicable.

518.5 CALCULATED USE OF FORCE TO OBTAIN SAMPLES

If an inmate refuses to cooperate with the sample collection process, Correctional Deputies should attempt to identify the reason for refusal and seek voluntary compliance without resorting to using force. Force will not be used in the collection of samples except as authorized by court order or approval of legal counsel and only with the approval of the Sergeant. Methods to consider when seeking voluntary compliance include contacting:

(a) The inmate's parole or probation officer when applicable.

(b) The prosecuting attorney to seek additional charges against the inmate for failure to comply or otherwise bring the refusal before a judge (RCW 43.43.754(11)).

(c) The judge at the inmate's next court appearance.

(d) The inmate's attorney.

(e) A chaplain.

(f) A supervisor who may be able to authorize disciplinary actions to compel compliance, if any such actions are available.

The Sergeant shall review and approve any calculated use of force. The supervisor shall be present to supervise and document the calculated use of force.

518.5.1 VIDEO RECORDING

A video recording should be made any time force is used to obtain a biological sample. The recording should document all staff participating in the process, in addition to the methods and all force used during the collection. The recording should be part of the investigation file, if any, or otherwise retained in accordance with the department’s established records retention schedule.

518.6 LEGAL MANDATES AND RELEVANT LAWS

Washington law provides for the following:

518.6.1 AVAILABLE INFORMATION AND TRAINING

The Superintendent or the authorized designee should maintain relevant information from the WSP in the booking area of the Ferry County Sheriff's Office for training and guidance purposes.

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Biological Samples

This should include WSP protocols for the collection, preservation, and shipment of biological samples (WAC 446-75-060).

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End-of-Term Release

519.1 PURPOSE AND SCOPE

The purpose of this policy is to establish and maintain procedures governing the end-of-term release of inmates to ensure that inmates are not released in error.

519.2 POLICY

It will be the policy of the Ferry County Sheriff's Office to provide for the timely, efficient and legal release of inmates.

519.3 RELEASE PROCEDURE

Inmates who have reached the end of their sentenced term or who are ordered released by the court will be scheduled for release at staggered times on their out-dates to avoid congestion in the release area. Inmates scheduled for release shall be escorted by the member to the transfer/release area to begin the release procedure 30 minutes prior to their scheduled release time.

The Sergeant or release officer shall sign and date the release paperwork on the same day the inmate is to be released.

Inmates shall not be released or moved during inmate count, change of shift, or at any time that would pose a potential safety threat or disrupt the orderly operation of the jail.

All inmates must be positively identified by the member prior to being released from the jail. Inmate identities should be verified using intake records bearing the inmate's name, photograph, and jail identification number or a single-digit fingerprint match system, if available.

Before any inmate may be released, the following conditions must be met:

(a) The identity of the inmate has been verified.

(b) All required paperwork for release is present. The member shall review the active inmate file to verify the validity of the documents authorizing the release. The file should also be reviewed for other release-related or pending matters, including:

1. Verifying calculations and release-date adjustments for good time.
2. Any pending arrangements for follow-up, such as medications needed, appointments, or referral to community or social resources.
3. Unresolved grievances, damage claims, or lost property.
4. Sex and kidnapping offenders must register prior to release. The releasing Correctional Deputy will ensure that the offender registers at the time of release with an official designated by the agency that has jurisdiction over the offender. The registration information shall, within three days, be forwarded to the Sheriff of the offender's county of residence. The offender must be advised of the duty to register with the Sheriff of the offender's county of residence, school, or place of employment or vocation (RCW 9A.44.130).
5. If the releasing member has knowledge that an offender being released has a duty to register and is eligible for developmental disability services, the

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department of social and health services shall be notified, and assistance provided to the offender in order that the offender can meet the initial registration requirements (RCW 9A.44.130).

(c) National Crime Information Center (NCIC) and local warrant checks shall be completed for outstanding warrants or detention orders. If any agency has outstanding charges against the inmate, other than those related to federal immigration law, the releasing member shall notify the agency that the inmate is available for release.

1. The Ferry County Sheriff's Office shall not continue the detention of any inmate based upon a civil immigration warrant or immigration hold request or provide release information to federal immigration authorities upon request for the purposes of federal civil immigration enforcement (RCW 10.93.160). If a court order authorizing federal immigration authorities to assume custody of an inmate is discovered during the records check, the releasing member should promptly notify the Sergeant. See the Immigration Considerations policy for applicable definitions.

2. The Sergeant should verify the contents of the court order, including the federal criminal charge, name of the issuing court, signature of the judge, and the date and location for detention. Verification of the court order shall take place before notifying federal immigration authorities of the location of the member making the notification and the individual named in the order (RCW 10.93.160).

(d) If an inmate has known mental health concerns, the inmate shall be evaluated by a qualified health care professional and medically authorized for release. To the extent practicable, individuals who have been determined to be severely mentally ill should be released during business hours to facilitate their ability to receive services immediately after release.

1. If the inmate was subject to a discharge review under RCW 71.05.232, the Superintendent or the authorized designee shall notify the state hospital from which the inmate was released and the designated crisis responder as soon as reasonably possible but in no case later than the actual release of the inmate (RCW 70.48.475).

(e) All personal property shall be returned to the inmate during the release process. The inmate must acknowledge receiving the property by signed receipt. Any discrepancies shall be promptly reported to the Sergeant.

(f) All jail property must be returned by the inmate. Any missing or damaged jail property should be documented and promptly reported to the Sergeant. The inmate shall remain in custody until the Sergeant reviews the damage and authorizes the release.

(g) A forwarding address for the inmate should be on file and verified with the inmate for return of mail.

(h) Inmates on probation or parole should be directed by the member to report to the probation or parole office immediately upon release. The parole authorities having jurisdiction shall be notified of the inmate's release, if required.

(i) If needed, inmates may be allowed to make a reasonable number of phone calls to arrange for transportation.

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(j) Inmates should be provided with information about the availability of substance use disorder treatment programs related to addiction to fentanyl and other synthetic opioids (RCW 70.48.530).

The housing sheet, release log, and daily census log shall be updated accordingly after the inmate's release. The Sergeant shall ensure all release documents are complete and properly signed by the inmate and the member where required.

519.3.1 MISSING PERSON REPORT

When completing release procedures, if information from NCIC, Washington Crime Information Center, or similar authority reveals that the inmate is the subject of a missing person report, the Ferry County Sheriff's Office shall notify the agency with original jurisdiction for the missing person report that the inmate is being released from custody (RCW 68.50.320).

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Over-Detention and Inadvertent Releases

520.1 PURPOSE AND SCOPE

This policy is intended to provide guidance to staff and management to prevent and address over-detention or inadvertent release.

520.1.1 DEFINITIONS

Definitions related to this policy include:

Inadvertent release - Any instance of an inmate being mistakenly released.

Over-detention - Any instance of an inmate being mistakenly detained beyond his/her scheduled release date.

520.2 POLICY

It is the policy of this department to reasonably ensure that over-detention and inadvertent releases do not occur.

520.3 OVER-DETENTION

Any custody staff member who discovers or receives information of an over-detention, or a complaint from an inmate regarding over-detention (which could be discovered through a grievance), should immediately notify the Sergeant (see the Inmate Grievances Policy).

The Correctional Deputy on-duty will investigate and determine the correct release date of the inmate and prepare release paperwork and report findings to the Sergeant or on-call Sergeant/ Superintendent.

Inmates who are found to be over-detained shall be processed for immediate release in accordance with the End of Term Release Policy. The Sergeant shall ensure that the Superintendent is notified, an entry is made to the daily activity log and that a report is completed.

520.3.1 OVER-DETENTION GRIEVANCES

Any custody staff member who receives information or a complaint from an inmate regarding over-detention should assist the inmate with completing a grievance form and forward the form directly to the Sergeant as soon as practicable.

The Sergeant/Correctional Deputy receiving a grievance regarding an over-detention shall review paperwork and determine the cause for over-detention and report findings to Sergeant or Superintendent.

If the Sergeant decides not to release the inmate, the Sergeant should ensure the inmate receives a grievance hearing within 24 hours of the grievance submission. The hearing documentation should reflect efforts made to investigate the allegation (see the Inmate Grievances Policy).

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520.4 INADVERTENT RELEASE

Whenever an inadvertent release is discovered, the custody staff member making the discovery shall immediately notify the Sergeant. The notification shall be documented in the daily activity log.

520.4.1 INADVERTENT RELEASE INVESTIGATION

Correctional Deputy shall immediately conduct and investigation to determine the cause of the inadvertent release.

The Correctional Deputy will coordinate a response based upon the seriousness of the threat the inmate may pose to the community. The threat assessment should be based upon the inmate’s criminal history and the reason/he/she is currently in custody, among other factors.

In the case of an inadvertent release, the Correctional Deputy on shift should immediately notify the Sergeant and Jail Superintendent and ensure a report is completed.

520.4.2 RETURNING THE INMATE TO CUSTODY

When the inmate is located and returned to the facility, the appropriate notifications should be made as soon as possible.

520.5 CORRECTIONAL CASE RECORDS COORDINATOR

The Superintendent or the authorized designee shall designate a Correctional Case Records Coordinator to establish procedures to conduct a biweekly review of inmate records and take immediate action if an inmate lacks an upcoming court appearance or scheduled end-of-term release date. Procedures should involve timely communication with the relevant court or prosecutor's office to establish or verify accurate dates when necessary. Results of this process should be reported to the Superintendent and documented in the inmate's file.

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Conducted Energy Weapon - Peace Officers

521.1 PURPOSE AND SCOPE

This policy provides guidelines for the issuance and use of the Taser™ weapon (CEW).

521.1.1 DEFINITIONS

Definitions related to this policy include (Washington State Office of the Attorney General Model Use of Force Policy):

Conducted energy weapon - A portable weapon that fires darts/electrodes that transmit an electrical charge or current intended to temporarily immobilize a person (e.g., CEW).

521.2 POLICY

It is the policy of the Ferry County Sheriff's Office to use the CEW to control violent or potentially violent inmates. The appropriate use of such a weapon should result in fewer serious injuries to Correctional Deputies and inmates.

521.3 ISSUANCE AND CARRYING CEWS

The CEW may be issued only to Correctional Deputies who have completed department-approved training for use during their current assignment. Those leaving a particular assignment may be required to return the weapon to the department inventory.

A correctional deputy who is issued a CEW is expected to carry it as an option to be considered when deadly force is not justified (Washington State Office of the Attorney General Model Use of Force Policy.

Correctional Deputies shall use the CEW and cartridges that have been issued by the Department. The weapon may be carried as part of a uniformed Correctional Deputy's equipment.

A correctional deputy shall carry a CEW on the support side of the body and, in all but extreme circumstances, shall draw, exhibit, and use the weapon with the support (i.e., non-handgun firing) hand (Washington State Office of the Attorney General Model Use of Force Policy).

(a) The CEW shall be maintained in a secure storage location (see the Management of Weapons and Control Devices Policy).

(b) Each CEW shall be clearly and uniquely numbered.

(c) Upon arriving for work, Correctional Deputies shall sign out their weapons.

(d) Upon finishing the shift, each Correctional Deputy shall turn in the weapon to the approved secure storage area.

(e) Correctional Deputies shall not pass on the weapons to oncoming Correctional Deputies without signing in and signing out the weapons on the CEW inventory log.

(f) Whenever practicable, Correctional Deputies should carry two or more CEW cartridges on their persons at all times when carrying the CEW.

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(g) Correctional Deputies shall be responsible for ensuring that their issued CEW is properly maintained and in good working order.

(h) When consistent with training, a correctional deputy carrying a CEW shall perform a function check on the weapon and check remaining battery life prior to every shift. Correctional Deputies should report any malfunction to a supervisor or other appropriate personnel.

(i) Correctional Deputies should not hold a firearm and the CEW at the same time, unless the Correctional Deputy is on transport.

(j) The CEW should be marked with a distinctive color or marking to distinguish it from firearms or any other weapon.

521.4 VERBAL AND VISUAL WARNINGS

A verbal warning of the intended use of the CEW should precede its application, unless it would otherwise endanger the safety of Correctional Deputies or when it is not practicable due to the circumstances. The purpose of the warning is to:

(a) Provide the inmate with a reasonable opportunity to voluntarily comply.

(b) Provide other Correctional Deputies and inmates with a warning that the CEW may be deployed.

If, after a verbal warning, an inmate is unwilling to voluntarily comply with a correctional deputy's lawful orders and it appears both reasonable and feasible under the circumstances, the Correctional Deputy may, but is not required to, display the electrical arc (provided that a cartridge is loaded into the weapon) or the laser in a further attempt to gain compliance prior to the application of the CEW. The aiming laser should never be intentionally directed into the eyes of another as it may permanently impair their vision.

The fact that a verbal and/or other warning was given or the reasons it was not given shall be documented by the Correctional Deputy deploying the weapon in the related report.

521.5 USE OF THE CEW

The CEW has limitations and restrictions requiring consideration before its use. The CEW should only be used when its operator can safely approach the individual within the operational range of the weapon.

Although the CEW is generally effective in controlling most individuals, Correctional Deputies should be aware that the weapon may not achieve the intended results and be prepared with other options.

521.5.1 APPLICATION OF THE CEW

The CEW may be used in any of the following circumstances when the circumstances perceived by the Correctional Deputy at the time indicate that such application is reasonably necessary to control an inmate:

(a) The inmate is violent or is physically resisting.

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(b) The inmate has demonstrated, by words or by action, an intention to be violent or to physically resist, and reasonably appears to present the potential to harm Correctional Deputies, themselves, or others.

521.5.2 SPECIAL DEPLOYMENT CONSIDERATIONS

The use of the CEW should generally be avoided on certain individuals unless the totality of circumstances indicates that other available options reasonably appear ineffective or would present a greater danger to the Correctional Deputy, the inmate or others, and the Correctional Deputy reasonably believes that the need to control the inmate outweighs the risk of using the weapon. This includes (Washington State Office of the Attorney General Model Use of Force Policy):

(a) Inmates who are known to be pregnant.

(b) Elderly inmates.

(c) Inmates with obviously low body mass.

(d) Inmates who are handcuffed or otherwise restrained.

(e) In any environment where a correctional deputy knows or has reason to believe that a potentially flammable, volatile, or explosive material is present that might be ignited by an open spark, including but not limited to oleoresin capsicum (OC) spray with a volatile propellant, gasoline, natural gas, or propane.

(f) Inmates who are situated on an elevated surface unless reasonable efforts have been made to prevent or minimize a fall-related injury.

The primary use of a CEW is not as a pain compliance tool. Drive-stun mode should be used only when necessary to complete the incapacitation circuit where only one probe has attached to the inmate, where both probes attached in close proximity, or when no other alternatives to deadly force are available and appropriate (Washington State Office of the Attorney General Model Use of Force Policy).

The CEW shall not be used to psychologically torment, elicit statements, or punish any inmate.

521.5.3 TARGETING CONSIDERATIONS

Reasonable efforts should be made to target lower center mass and avoid the head, neck, chest, and groin. If the dynamics of a situation or officer safety do not permit the Correctional Deputy to limit the application of the CEW probes to a precise target area, Correctional Deputies should monitor the condition of the inmate if one or more probes strikes the head, neck, chest, or groin until the inmate is evaluated by a qualified health care professional.

521.5.4 MULTIPLE APPLICATIONS OF THE CEW

Correctional Deputies shall apply the CEW for only one standard cycle of five seconds or less and then evaluate the situation before applying any subsequent cycles (Washington State Office of the Attorney General Model Use of Force Policy). Multiple applications of the CEW against an inmate are generally not recommended and should be avoided unless the Correctional Deputy

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reasonably believes that the need to control the inmate outweighs the potentially increased risk posed by multiple applications.

If the first application of the CEW appears to be ineffective in gaining control of an inmate and if circumstances allow, the Correctional Deputy should consider certain factors before additional applications of the weapon, including:

(a) Whether the probes are making proper contact.

(b) Whether the inmate has the ability and has been given a reasonable opportunity to comply.

(c) Whether verbal commands, other options or tactics may be more effective.

Multiple applications of the CEW increase the risk of serious bodily injury or death. Correctional Deputies should not intentionally deploy multiple CEWs at the same inmate, unless the first deployed CEW clearly fails. A correctional deputy shall consider other options if they have used a CEW three times against an inmate and the inmate continues to be a threat, as the CEW may not be effective against that inmate (Washington State Office of the Attorney General Model Use of Force Policy).

521.5.5 ACTIONS FOLLOWING DEPLOYMENTS

Correctional Deputies should take appropriate actions to control and restrain the inmate to minimize the need for longer or multiple exposures to the CEW. As soon as practicable, Correctional Deputies shall notify a supervisor of all CEW discharges. Confetti tags should be collected and the expended cartridge, along with both probes and wire, should be submitted into evidence. The cartridge serial number should be noted and documented on the evidence paperwork. The evidence packaging should be marked "Biohazard" if the probes penetrated the inmate's skin.

521.5.6 TASER® CAM™

The TASER Cam is activated anytime the safety is in the off position. The safety should be in the safe position unless the Correctional Deputy intends to use the weapon. Because the TASER CAM memory is limited, the video and audio data should be downloaded frequently and retained as required by the department records retention schedule.

521.6 DOCUMENTATION

A correctional deputy shall clearly articulate and document the justification for each individual application of the CEW in the related incident report and the CEW report form (Washington State Office of the Attorney General Model Use of Force Policy). Notification shall also be made to a supervisor in compliance with the Use of Force Policy. Unintentional discharges, pointing the weapon at a person, laser activation, and arcing of the CEW will also be documented on the CEW report form.

521.6.1 CEW FORM

Items that shall be included in the CEW report form are:

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(a) The type and brand of CEW and cartridge and cartridge serial number.

(b) Date, time, and location of the incident.

(c) Whether any display, laser, or arc deterred an inmate and gained compliance.

(d) The number of CEW activations, the duration of each cycle, the duration between activations, and (as best as can be determined) the duration that the inmate received applications.

(e) The range at which the CEW was used.

(f) The type of mode used (probe or drive-stun).

(g) Location of any probe impact.

(h) Location of contact in drive-stun mode.

(i) Description of where missed probes went.

(j) Whether medical care was provided to the inmate.

(k) Whether the inmate sustained any injuries.

(l) Whether any Correctional Deputies sustained any injuries.

The Training Officer should periodically analyze the report forms to identify trends, including deterrence and effectiveness. The Training Officer should also conduct audits of data downloads and reconcile CEW report forms with recorded activations. CEW information and statistics, with identifying information removed, should periodically be made available to the public.

521.6.2 REPORTS

The Correctional Deputy should include the following in the incident report:

(a) Identification of all Correctional Deputies firing CEWs

(b) Identification of all witnesses

(c) Medical care provided to the inmate

(d) Observations of the inmate's physical and physiological actions

(e) Any known or suspected drug use, intoxication, or other medical problems

521.7 MEDICAL TREATMENT

At the earliest safe opportunity, Correctional Deputies shall remove CEW probes, unless probes are in a sensitive area, such as the head, breast, or groin. Probes in sensitive areas shall be removed by a qualified health care professional (Washington State Office of the Attorney General Model Use of Force Policy). Used CEW probes shall be considered a sharps biohazard, similar to a used hypodermic needle, and handled properly. Universal precautions should be taken.

All inmates who have been struck by CEW probes or who have been subjected to the electric discharge of the weapon or who sustained direct exposure of the laser to the eyes shall be medically assessed. Additionally, any inmate who falls under any of the following categories should, as soon as practicable, be examined by a qualified health care professional.

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(a) The inmate is suspected of being under the influence of controlled substances and/or alcohol.

(b) The inmate may be pregnant.

(c) The inmate reasonably appears to be in need of medical attention or is exhibiting signs of distress.

(d) The CEW probes are lodged in a sensitive area (e.g., groin, breast, head, face, neck).

(e) The inmate requests medical treatment.

(f) The inmate was exposed to multiple or prolonged applications.

If any individual refuses medical attention, such a refusal should be witnessed by another Correctional Deputy and/or medical personnel and shall be fully documented in related reports.

If an audio recording is made of the contact or an interview with the individual, any refusal should be included, if possible.

521.8 SUPERVISOR RESPONSIBILITIES

When possible, supervisors should respond to an incident when they reasonably believe there is a likelihood the CEW may be used. A supervisor should respond to all incidents where the CEW was activated.

A supervisor should review each incident where an inmate has been exposed to an activation of the CEW. The weapon's onboard memory should be downloaded through the data port by a supervisor or Rangemaster and saved with the related incident report. Photographs of probe sites should be taken and witnesses interviewed.

521.9 TRAINING

Correctional Deputies who are authorized to carry the CEW shall be permitted to do so only after successfully completing the initial department-approved training and demonstrating satisfactory skill and proficiency. Any Correctional Deputy who has not carried a CEW as a part of their assignment for a period of six months or more shall be recertified by an department-approved CEW instructor prior to carrying or using the weapon again.

Proficiency training for Correctional Deputies who have been issued CEWs should occur every year. A reassessment of a correctional deputy's knowledge and/or practical skill may be required at any time if deemed appropriate by the Training Officer. All training and proficiency for CEWs will be documented in the Correctional Deputy's training file.

Command staff and supervisors should receive CEW training as appropriate for the investigations they conduct and review.

Correctional Deputies who do not carry CEWs should receive training that is sufficient to familiarize them with the weapon and with working with Correctional Deputies who use the weapon.

The Training Officer is responsible for ensuring that all Correctional Deputies who carry CEWs have received initial and annual proficiency training. Periodic audits should be used for verification.

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The application of CEWs during training could result in injury to Correctional Deputies and should not be mandatory for certification.

All training and proficiency for CEWs will be documented in the Correctional Deputy's training file.

The Training Officer should ensure that all training includes:

(a) A review of this policy.

(b) A review of the Use of Force Policy.

(c) Performing weak-hand draws or cross-draws to reduce the possibility of unintentionally drawing and firing a firearm.

(d) Target area considerations, including techniques or options to reduce the unintentional application of probes near the head, neck, chest, and groin.

(e) Handcuffing an inmate during the application of the CEW and transitioning to other force options.

(f) De-escalation techniques.

(g) Restraint techniques that do not impair respiration following the application of the CEW.

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Use of Force - Peace Officers

522.1 PURPOSE AND SCOPE

This policy is intended to provide clarity to Correctional Deputies and promote safety for all by ensuring that all available and appropriate de-escalation techniques are used when possible, force is used appropriately only when necessary, and the amount of force used is proportional to the threat or resistance the Correctional Deputy encounters as well as the seriousness of the law enforcement objective that is being served.

While there is no way to specify the exact amount or type of reasonable force to be applied in any situation, every Correctional Deputy of this department is expected to use these guidelines to make such decisions in a professional, impartial, and reasonable manner.

In addition to those methods, techniques, and control devices set forth below, the guidelines for the reasonable application of force contained in this policy shall apply to all policies addressing the potential use of force, including but not limited to the Conducted Energy Device - Peace Officers, Use of Restraints - Peace Officers, and Electronic Restraints - Peace Officers policies.

This policy incorporates the Washington State Office of the Attorney General Model Use of Force Policy.

522.1.1 DEFINITIONS

Definitions related to this policy include:

Chokehold - The intentional application of direct pressure to a person's trachea or windpipe for the purpose of restricting another person's airway (RCW 10.116.020).

Deadly force - The intentional application of force through the use of firearms or any other means reasonably likely to cause death or serious physical injury (RCW 9A.16.010).

De-escalation tactics - Actions used by a peace officer that are intended to minimize the likelihood of the need to use force during an incident (RCW 10.120.010). Using force is not a de-escalation tactic.

Feasible - Reasonably capable of being done or carried out under the circumstances to successfully achieve the arrest or lawful objective without increasing risk to the Correctional Deputy or another person.

Flight - An act or instance of running away in an effort to leave and intentionally evade law enforcement.

Force team technique - The force team technique ordinarily involves trained Correctional Deputies clothed in protective gear who enter the inmate's area in tandem, each with a specific task, to achieve immediate control of the inmate.

Immediate threat of serious bodily injury or death - Based on the totality of circumstances, it is objectively reasonable to believe that a person has the present and apparent ability, opportunity,

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and intent to immediately cause death or serious body injury to the Correctional Deputy or another person (RCW 10.120.010).

Imminent - Ready to take place; impending. Note that imminent does not mean immediate or instantaneous.

Necessary - Under the totality of the circumstances, a reasonably effective alternative to the use of force or deadly force does not appear to exist, and the type and amount of force or deadly force used is a reasonable and proportional response to effect the legal purpose intended or to protect against the threat posed to the Correctional Deputy or others (RCW 10.120.010).

Neck restraint - Any vascular compression or similar restraint, hold, or other tactic in which pressure is applied to the neck for the purpose of constricting blood flow (RCW 10.116.020).

Oleoresin capsicum (OC) - An inflammatory agent that causes an intense burning sensation of the eyes, nose, mouth, and skin, which may result in closing, tearing, and swelling of the eyes, as well as choking, gagging, and gasping for breath.

Physical force (referred to as "force" in this policy) - Any act reasonably likely to cause physical pain or injury or any other act exerted upon a person's body to compel, control, constrain, or restrain the person's movement. Physical force does not include compliant searches, escorts, handcuffing, and application of restraints where there is no physical pain or injury, incidental touching, or verbal commands (RCW 10.120.010).

Tear gas - Choloracetophenone (CN), O-chlorobenzylidene malononitrile (CS), and any similar chemical irritant dispersed in the air for the purpose of producing temporary physical discomfort or permanent injury. "Tear gas" does not include oleoresin capsicum (OC) (RCW 10.116.030).

Totality of circumstances - All facts and circumstances known to the Correctional Deputy leading up to, and at the time of, the use of force, and includes the actions of the person against whom the Correctional Deputy uses such force, and the actions of the Correctional Deputy (RCW 10.120.010).

522.2 POLICY

The use of force is a matter of critical concern, both to the public and to the public safety community. Correctional Deputies are involved on a daily basis in numerous and varied interactions and, when warranted, may use reasonable force in carrying out their duties.

Correctional Deputies must have an understanding of, and true appreciation for, their authority and limitations. This is especially true with respect to overcoming resistance while engaged in the performance of public safety duties.

It is the fundamental duty of law enforcement to preserve and protect all human life (RCW 10.120.010). Correctional Deputies shall respect and uphold the dignity of all persons and use their authority in a bias-free manner.

The proper use of force is essential to ensure impartial policing and build trust in the community. While there are circumstances where individuals will not comply with the law unless compelled or

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controlled by Correctional Deputies through the use of force, Correctional Deputies must remain mindful that they derive their authority from the community and that unreasonable force degrades the legitimacy of that authority (Washington State Office of the Attorney General Model Use of Force Policy).

Vesting Correctional Deputies with the authority to use reasonable force and to protect the public welfare requires monitoring, evaluation, and a careful balancing of all interests.

522.2.1 DUTY TO INTERVENE AND REPORT

Any Correctional Deputy present and observing another law enforcement officer or a member attempting to use or using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intervene to prevent the use of unreasonable force (RCW 10.93.190).

Any Correctional Deputy who observes another law enforcement officer or a member attempting to use or using force that is potentially beyond that which is objectively reasonable under the circumstances shall report these observations to a supervisor as soon as feasible (RCW 10.93.190).

522.2.2 PERSPECTIVE

When observing or reporting force used by a law enforcement officer, each Correctional Deputy should take into account the totality of the circumstances and the possibility that other law enforcement officers may have additional information regarding the threat posed by the person.

522.2.3 ADDITIONAL STATE REQUIREMENTS ON THE DUTY TO INTERVENE AND REPORT

A correctional deputy shall not be disciplined for or retaliated against in any way for intervening in good faith or for reporting in good faith the unreasonable use of force by another law enforcement officer (RCW 10.93.190) (see the Anti-Retaliation Policy).

522.2.4 CRITICAL DECISION MAKING

Use of critical decision making can help Correctional Deputies achieve the expectations outlined in this manual. When safe and feasible, when making or considering whether to make contact with a person, Correctional Deputies shall (Washington State Office of the Attorney General Model Use of Force Policy):

(a) Begin assessment and planning with available facts before arriving at the scene.

(b) Request available resources, as needed, such as an appropriate specialty unit, qualified health care professional, or mental health staff.

(c) Collect information when on scene.

(d) Assess situations, threats, and risks.

(e) Identify options for conflict resolution.

(f) Determine a reasonable course of action.

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(g) Review and re-assess the situation as it evolves.

Nothing in this policy precludes Correctional Deputies from taking quick action when faced with a life-threatening situation, such as an inmate attempting to commit suicide. When safe and feasible, Correctional Deputies shall not unnecessarily jeopardize their own safety or the safety of others through tactical decisions that unreasonably place themselves or others at risk, including but not limited to (Washington State Office of the Attorney General Model Use of Force Policy):

- Immediately approaching a person without proper evaluation of the situation.
- Leaving insufficient space between a correctional deputy and the person.
- Not providing time for a person to comply with commands.
- Unnecessarily escalating a situation.

522.3 USE OF FORCE

Correctional Deputies shall use only the least amount of force that reasonably appears necessary given the facts and circumstances perceived by the Correctional Deputy at the time of the event to accomplish a legitimate government purpose. Correctional Deputies shall use reasonable care when determining whether to use and when using any physical force or deadly force against another person (RCW 10.120.020).

The reasonableness of force will be judged from the perspective of a reasonable Correctional Deputy on the scene at the time of the incident. Any evaluation of reasonableness must allow for the fact that Correctional Deputies are often forced to make split-second decisions about the amount of force that reasonably appears necessary in a particular situation, with limited information and in circumstances that are tense, uncertain, and rapidly evolving.

Given that no policy can realistically predict every possible situation a correctional deputy might encounter, Correctional Deputies are entrusted to use well-reasoned discretion in determining the appropriate use of force in each incident.

It is also recognized that circumstances may arise in which Correctional Deputies reasonably believe that it would be impractical or ineffective to use any of the control weapons, weapons, or methods provided by this department. Correctional Deputies may find it more effective or reasonable to improvise their response to rapidly unfolding conditions that they are confronting. In such circumstances, the use of any improvised weapon or method must nonetheless be reasonable and utilized only to the degree that reasonably appears necessary to accomplish a legitimate government purpose.

While the ultimate objective of every encounter is to avoid or minimize injury, nothing in this policy requires a correctional deputy to retreat or be exposed to possible physical injury before applying reasonable force.

Force shall never be used as punishment.

Correctional Deputies shall terminate the use of physical force as soon as the necessity for such force ends (RCW 10.120.020).

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522.3.1 ALTERNATIVE TACTICS - DE-ESCALATION

When possible, Correctional Deputies shall use all reasonably available and appropriate de-escalation tactics prior to using force (RCW 10.120.020). Using any type of physical force is not a de-escalation tactic (Washington State Office of the Attorney General Model Use of Force Policy).

Depending on the circumstances, Correctional Deputies have a number of de-escalation tactics to choose from, which include but are not limited to (Washington State Office of the Attorney General Model Use of Force Policy):

(a) Employing tactical positioning and repositioning to maintain the benefit of distance and cover, such as backing away from the person to re-assess and determine which tactics to use.

(b) Placing barriers or using existing structures to provide a shield or other protection between Correctional Deputies and a person.

(c) Attempting to slow down or stabilize the situation to allow for the consideration and arrival of additional resources that may increase the likelihood of a safe resolution.

(d) Requesting and using available support and resources, appropriate specialty unit, qualified health care professionals or mental health staff, or back-up Correctional Deputies, including more experienced Correctional Deputies or supervisors.

(e) Using clear instructions and verbal persuasion.

(f) Employing verbal and non-verbal communication techniques to calm a person (e.g., speaking slowly, regulating tone and body language, uncrossing one's arms, minimizing hand gestures).

(g) Attempting to communicate in non-verbal ways when verbal instructions would be inadequate (e.g., when the person and Correctional Deputy speak different languages, the person is unable to hear or understand instructions).

(h) Communicating in a way that demonstrates respect for people's dignity (e.g., clearly explaining the Correctional Deputy's actions and expectations, listening to the person's questions and concerns and responding respectfully, being neutral and fair when making decisions).

(i) When there are multiple Correctional Deputies, designating one Correctional Deputy to communicate in order to avoid competing or confusing commands.

(j) Exhibiting patience while using all available and appropriate tactics and resources to provide as much time as needed to resolve the incident without using force.

522.3.2 WASHINGTON STATE LAW - PHYSICAL FORCE

A correctional deputy may use physical force upon another person to the extent necessary to (RCW 10.120.020):

(a) Protect against a criminal offense when there is probable cause that the person has committed, is committing, or is about to commit the offense.

(b) Prevent an escape as defined under Chapter 9A.76 of the Revised Code of Washington.

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(c) Take a person into custody, transport a person for evaluation or treatment, or provide other assistance under Chapters 10.77; 71.05; or 71.34 RCW.

(d) Protect against an imminent threat of bodily injury to the Correctional Deputy, another person, or the person against whom force is being used.

522.3.3 FACTORS TO DETERMINE THE REASONABLENESS OF FORCE

When determining whether to apply force and evaluating whether a correctional deputy has used reasonable force, a number of factors should be taken into consideration, as time and circumstances permit. These factors include but are not limited to:

(a) Immediacy and severity of the threat to Correctional Deputies or others.

(b) The conduct of the individual being confronted, as reasonably perceived by the Correctional Deputy at the time.

(c) Correctional Deputy/individual factors (e.g., age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of Correctional Deputies available vs. individuals).

(d) The effects of suspected drug or alcohol use.

(e) The individual displays signs of mental, behavioral, intellectual, developmental, or physical impairments or disabilities, including individuals who reasonably appear suicidal.

(f) The individual's ability to understand and comply with Correctional Deputy commands.

(g) The proximity of weapons or dangerous improvised weapons.

(h) The degree to which the individual has been effectively restrained and the individual's ability to resist despite being restrained.

(i) The availability of other reasonable and feasible options and their possible effectiveness.

(j) The seriousness of the suspected offense or reason for contact with the inmate.

(k) The training and experience of the Correctional Deputy.

(l) The potential for injury to Correctional Deputies, inmates, and others.

(m) Whether the individual appears to be resisting, attempting to evade arrest by flight, or is attacking the Correctional Deputy.

(n) The risk and reasonably foreseeable consequences of escape.

(o) The apparent need for immediate control of the individual or a prompt resolution of the situation to maintain or restore order.

(p) Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the Correctional Deputy or others.

(q) Prior contacts with the individual or awareness of any propensity for violence.

(r) Whether the individual is visibly pregnant or claims to be pregnant (RCW 10.120.020).

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(s) Whether the individual is a minor, appears to be a minor, or claims to be a minor (RCW 10.120.020).

(t) Whether the individual is known to be a vulnerable adult or appears to be a vulnerable adult as defined by RCW 74.34.020 (RCW 10.120.020).

(u) Whether the individual has limited English proficiency (RCW 10.120.020).

(v) Whether the individual is in the presence of children (RCW 10.120.020).

(w) Any other exigent circumstances.

522.3.4 IDENTIFICATION, WARNING, AND OPPORTUNITY TO COMPLY PRIOR TO THE USE OF FORCE

When safe and feasible, prior to the use of force, Correctional Deputies shall (Washington State Office of the Attorney General Model Use of Force Policy):

(a) Identify themselves as law enforcement officers.

1. Identification is unnecessary when the Correctional Deputy has objectively reasonable grounds to believe the person is aware of this fact.

(b) Attempt to determine whether the person has a special need, mental condition, physical limitation, developmental disability, language barrier, or other factor that may impact the person's ability to understand and comply with Correctional Deputy commands.

(c) Provide clear instructions and warnings.

(d) Warn a person that force will be used unless the person's resistance ceases.

(e) Give the person a reasonable opportunity to comply with the warning that force may be used.

522.3.5 PAIN COMPLIANCE TECHNIQUES

Pain compliance techniques may be effective in controlling a physically or actively resisting individual. Correctional Deputies may only apply those pain compliance techniques for which they have successfully completed department-approved training. Correctional Deputies utilizing any pain compliance technique should consider:

(a) The degree to which the application of the technique may be controlled given the level of resistance.

(b) Whether the individual can comply with the directions or orders of the Correctional Deputy.

(c) Whether the individual has been given sufficient opportunity to comply.

The application of any pain compliance technique shall be discontinued once the Correctional Deputy determines that compliance has been achieved.

522.3.6 RESTRICTIONS ON RESPIRATORY RESTRAINTS

Correctional Deputies of this department are not authorized to use respiratory restraints, also known as chokeholds or neck restraints (RCW 10.116.020).

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522.3.7 USE OF FORCE TO SEIZE EVIDENCE

In general, Correctional Deputies may use reasonable force to lawfully seize evidence and to prevent the destruction of evidence. However, Correctional Deputies are discouraged from using force solely to prevent a person from swallowing evidence or contraband. In the instance when force is used, Correctional Deputies should not intentionally use any technique that restricts blood flow to the head, restricts respiration, or creates a reasonable likelihood that blood flow to the head or respiration would be restricted. Correctional Deputies are encouraged to use techniques and methods taught by the Ferry County Sheriff's Office for this specific purpose.

522.4 ISSUING, CARRYING, AND USING CONTROL WEAPONS

Control weapons described in this policy may be carried and used by members of this department only if the weapon has been issued by the Department or approved by the Superintendent or the authorized designee.

Only Correctional Deputies who have successfully completed department-approved training and have demonstrated satisfactory skill and proficiency in the use of any control weapon are authorized to carry and use the weapon. Correctional Deputies who fail to demonstrate proficiency with the control weapon or knowledge of this policy will be restricted from carrying the control weapon until demonstrating proficiency. If a correctional deputy cannot demonstrate proficiency with a control weapon or knowledge of this policy after remedial training, the Correctional Deputy may be subject to discipline.

Control weapons may be used when a decision has been made to control or restrain a person who is violent or who demonstrates the intent to be violent, and the use of the weapon appears reasonable under the circumstances. When reasonable, a verbal warning and opportunity to comply should precede the use of these weapons.

When using control weapons, Correctional Deputies should carefully consider potential impact areas in order to minimize injuries and unintentional targets.

522.4.1 NOISE/FLASH DISTRACTION WEAPONS

Noise/flash distraction weapons, sting grenades, chemical grenades, and similar weapons shall be used only at the direction of a supervisor and only by Correctional Deputies who have been trained in and are qualified for the use of the weapons.

522.4.2 ELECTRONIC CONTROL DEVICES

The use of the conducted energy device (CED) shall be in accordance with the department Conducted Energy Device - Peace Officers Policy.

The use of other electronic control devices, such as stun cuffs, stun vests, and stun belts, shall be in accordance with the department's Electronic Restraints - Peace Officers Policy.

522.4.3 CHEMICAL AGENTS

Chemical agents shall only be used in the facility as authorized by the Superintendent or the authorized designee and in accordance with the department Chemical Agents Training Policy.

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Oleoresin capsicum (OC) spray should not be used in the medical unit or other designated areas where inmates are assigned to respiratory isolation or on any inmate who is under control with or without restraints. OC spray is not appropriate in an enclosed, highly populated space where there is a likelihood of impacting uninvolved persons, except where OC spray is the only available and appropriate force option. Correctional Deputies deploying OC will attempt to avoid or minimize incidental exposure to non-involved persons (Washington State Office of the Attorney General Model Use of Force Policy). After the initial application of OC spray, each subsequent application must also be justified.

Inmates who have been affected by the use of chemical agents shall be promptly provided with the proper solution to decontaminate the affected areas.

If the inmate refuses to decontaminate, such a refusal shall be documented. If an inmate has been exposed in a cell and not removed from the cell where the exposure occurred, in-cell decontamination shall be afforded to the inmate, including:

(a) Health-trained custody member advising the inmate how to decontaminate in the cell.

(b) Clean clothing if the inmate's clothing was contaminated.

(c) Monitoring of the in-cell inmate at least every 15 minutes on an irregular schedule, for a period of not less than 45 minutes, by health-trained custody member.

522.4.4 PROJECTILE CHEMICAL AGENTS

Pepper projectile systems are plastic spheres filled with a derivative of OC powder. A compressed gas launcher delivers the projectiles with enough force to burst the projectiles on impact, releasing the OC powder. The potential exists for the projectiles to inflict injury if they strike the head, neck, spine, or groin. Therefore, personnel deploying the pepper projectile system should not intentionally target those areas except when the Correctional Deputy reasonably believes the inmate may cause serious bodily injury or death to the Correctional Deputy or others. The use of the pepper projectile system is subject to the following requirements:

(a) Department-approved projectile chemical agents may only be used by Correctional Deputies who have received department-authorized training in their use.

(b) Correctional Deputies encountering a situation that requires the use of the pepper projectile system shall notify a supervisor as soon as practicable. The supervisor shall respond to all such deployments. The supervisor shall ensure that all notifications and reports are completed as required by this policy.

Each deployment of a pepper projectile system shall be documented and, if reasonably practicable, recorded on video. This includes situations where the launcher was directed toward the inmate, regardless of whether the launcher was used. Only non-incident deployments are exempt from the reporting requirement (e.g., training, product demonstrations).

522.4.5 TEAR GAS GUIDELINES

Correctional Deputies or other members are not authorized to use tear gas unless necessary to alleviate a present risk of serious harm posed by (RCW 10.116.030):

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(a) A riot.

(b) A barricaded subject.

(c) A hostage situation.

Only the Superintendent or the authorized designee may authorize the delivery and use of tear gas, and only after evaluating all conditions known at the time and determining that such force reasonably appears justified and necessary and other alternatives to the use of tear gas have been exhausted (RCW 10.116.030).

If tear gas is to be used outside the facility, authorization shall be obtained from the highest elected official of the jurisdiction in which the tear gas is to be used (RCW 10.116.030).

Prior to any use, an announcement shall be made of the intent to use tear gas. Sufficient time and space shall be allowed for compliance with the announcement (RCW 10.116.030).

When practicable, fire personnel should be alerted or summoned to the scene prior to the deployment of tear gas to control any fires and to assist in providing medical aid or gas evacuation if needed.

522.4.6 IMPACT WEAPONS

The need to immediately control a person must be weighed against the risk of causing serious injury. Correctional Deputies shall not intentionally strike vital areas, including the head, neck, face, throat, spine, groin, or kidney unless deadly force is justified. Correctional Deputies shall reassess the effectiveness of strikes as soon as safe and feasible and, if not effective, move to another appropriate target or to another tactical or physical force option. Correctional Deputies shall not use an impact weapon to intimidate a person when an impact weapon warning is not justified by the threat presented (Washington State Office of the Attorney General Model Use of Force Policy).

522.4.7 KINETIC ENERGY PROJECTILES

Kinetic energy projectiles are designed to stun, temporarily incapacitate, or cause temporary discomfort without penetrating the person's body (Washington State Office of the Attorney General Model Use of Force Policy), and when used properly, are less likely to result in death or serious physical injury and can be used in an attempt to de-escalate a potentially deadly situation.

Only department-approved kinetic energy munitions shall be carried and deployed. Approved munitions may be used to compel an individual to cease their actions when such munitions present a reasonable option.

Correctional Deputies are not required or compelled to use approved munitions in lieu of other reasonable tactics if the involved Correctional Deputy determines that deployment of these munitions cannot be done safely. The safety of hostages, innocent persons, and Correctional Deputies takes priority over the safety of persons engaged in criminal or suicidal behavior.

Circumstances appropriate for deployment include but are not limited to situations in which:

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(a) The person is armed with a weapon and the tactical circumstances allow for the safe application of approved munitions.

(b) The person has made credible threats to harm themselves or others.

(c) The person is engaged in riotous behavior or is throwing rocks, bottles, or other dangerous projectiles at people and/or Correctional Deputies.

(d) There is probable cause to believe that the person has already committed a crime of violence and is refusing to comply with lawful orders.

Before discharging projectiles, the Correctional Deputy should consider such factors as:

- Distance and angle to target.
- Type of munitions employed.
- Type and thickness of the person's clothing.
- The person's proximity to others.
- The location of the person.
- Whether the person's actions dictate the need for an immediate response and the use of control weapons appears appropriate.

A verbal warning of the intended use of the weapon should precede its application, unless it would otherwise endanger the safety of Correctional Deputies or when it is not practicable due to the circumstances. The purpose of the warning is to give the person a reasonable opportunity to voluntarily comply and to warn others that the weapon is being deployed.

A correctional deputy should target the buttocks, thigh, calf, and large muscle groups (Washington State Office of the Attorney General Model Use of Force Policy). Correctional Deputies should keep in mind the manufacturer's recommendations and their training regarding effective distances. However, Correctional Deputies are not restricted solely to use according to manufacturer recommendations. Each situation must be evaluated on the totality of circumstances at the time of deployment.

The need to immediately incapacitate the person must be weighed against the risk of causing serious injury or death. Correctional Deputies should not use kinetic energy projectiles in the following circumstances unless the use of deadly force is justified (Washington State Office of the Attorney General Model Use of Force Policy):

1. When intentionally aiming kinetic energy projectiles at the head, neck, chest, or groin.
2. At ranges that are inconsistent with the projectile manufacturer's guidelines.
3. Directed at a person who is situated on an elevated surface (e.g., a ledge, scaffold, near a precipice) unless reasonable efforts have been made to prevent or minimize a fall-related injury (e.g., deploying a safety net).

A correctional deputy deploying kinetic energy projectiles shall assess the effectiveness of the projectiles after each shot. If subsequent projectiles are needed, the Correctional Deputy should consider aiming at a different targeted area.

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522.5 USE OF DEADLY FORCE

When reasonable, the Correctional Deputy shall, prior to the use of deadly force, make efforts to identify themselves as a correctional deputy and to warn that deadly force may be used, unless the Correctional Deputy has objectively reasonable grounds to believe the person is aware of those facts.

Use of deadly force is only justified when the Correctional Deputy reasonably believes it is necessary in the following circumstances (RCW 10.120.020):

(a) A correctional deputy may use deadly force to protect the Correctional Deputy or others from what the Correctional Deputy reasonably believes is an immediate threat of serious physical injury or death.

(b) A correctional deputy may use deadly force to stop an escaping inmate, or to stop a fleeing individual, when the Correctional Deputy has probable cause to believe that the individual has committed, or intends to commit a felony involving the infliction or threatened infliction of serious bodily injury or death, and the Correctional Deputy reasonably believes that there is an immediate threat of serious bodily injury or death to any other person if the individual is not immediately apprehended. Under such circumstances, a verbal warning should precede the use of deadly force, where feasible.

522.6 MEDICAL CONSIDERATIONS

Once it is reasonably safe to do so, medical assistance shall be obtained for any person who exhibits signs of physical distress, has sustained visible injury, expresses a complaint of injury or continuing pain, or was rendered unconscious. Any individual exhibiting signs of physical distress after an encounter should be continuously monitored until the individual can be medically assessed. Individuals should not be placed on their stomachs for an extended period, as this could impair their ability to breathe (RCW 10.93.190).

Based upon the Correctional Deputy's initial assessment of the nature and extent of the individual's injuries, initial medical assistance may consist of provision of first aid or examination by qualified health care professionals at the facility. If any such individual refuses medical attention, such a refusal shall be fully documented in related reports and, whenever practicable, should be witnessed by another Correctional Deputy and/or medical personnel. If a recording is made of the contact or an interview with the individual, any refusal should be included in the recording, if possible.

The on-scene supervisor or, if the on-scene supervisor is not available, the primary handling Correctional Deputy shall ensure that any person providing medical care following any use of force is informed that the person was subjected to force. This notification shall include a description of the force used and any other circumstances the Correctional Deputy reasonably believes would be potential safety or medical risks to the person (e.g., prolonged struggle, extreme agitation, impaired respiration).

Individuals who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics, and imperviousness to

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pain, or who require a protracted physical encounter with multiple Correctional Deputies to be brought under control, may be at an increased risk of sudden death. Situations involving these persons should be considered medical emergencies.

See the Emergency Health Care Services Policy for additional guidelines.

522.7 REPORTING THE USE OF FORCE

Every Correctional Deputy use of force is an incident that shall be reported on the appropriate form.

The documentation will reflect the actions and responses of each Correctional Deputy participating in the incident, as witnessed by the reporting Correctional Deputy.

The report should include:

(a) A clear, detailed description of the incident, including any application of weapons or restraints.

(b) The identity of all involved in the incident (e.g., inmates, Correctional Deputies, members, and others.

(c) The Correctional Deputy should articulate the factors perceived and why the officer believed the use of force was reasonable under the circumstances.

(d) Efforts made to temper the severity of a forceful response, and if there were none, the reasons why.

(e) Description of any injuries to anyone involved in the incident, including the result of any medical checks that show the presence or absence of injury.

Correctional Deputies shall submit the appropriate documentation prior to going off-duty, unless directed otherwise by a supervisor.

Any member directly observing the incident shall make a verbal report to a supervisor as soon as practicable and include as much of the aforementioned information as is known by the member.

A video recording is required for all calculated use of force incidents and should include the introduction of all Correctional Deputies participating in the process. The recording and documentation will be part of the investigation package. The supervisor should ensure the recording is properly processed for retention and a copy is forwarded with the report to the Superintendent within three working days.

The supervisor responsible for gathering the reports may allow a reasonable delay in preparation of a report in consideration of the immediate psychological and/or physical condition of the involved member.

The Sergeant shall promptly notify the Superintendent of any incident involving a correctional deputy employing deadly force, or any incident where a death or serious bodily injury may have been caused by a correctional deputy.

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522.7.1 NOTIFICATION TO INDIAN AFFAIRS

When the use of force by a correctional deputy results in the death of a person who is an enrolled member of a federally recognized American Indian tribe, notification shall be made to the Governor's Office of Indian Affairs within a reasonable period of time, but not more than 24 hours after the department has good reason to believe the person was an enrolled member. Notice shall include sufficient information for the Governor's Office of Indian Affairs to attempt to identify the deceased person and tribal affiliation (RCW 10.114.021).

522.7.2 NOTIFICATION TO CRIMINAL JUSTICE TRAINING COMMISSION

Notification shall be made to the Criminal Justice Training Commission within 15 days of any death or serious injury caused by the use of force by a correctional deputy (RCW 43.101.135).

522.8 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to a reported application of force, if reasonably available. When a supervisor is able to respond to an incident in which there has been a reported use of force, the supervisor is expected to:

(a) Ensure a crime scene is established to preserve and protect evidence, if appropriate.

(b) Ensure that the chain of command is notified and that all necessary health and safety and security measures are initiated.

(c) Obtain the basic facts from the involved members. Absent an allegation of misconduct or excessive force, this will be considered a routine contact in the normal course of duties.

(d) Ensure that the appropriate investigation authority is notified, if appropriate.

(e) When possible, separately obtain a recorded interview with all individuals upon whom force was used. If this interview is conducted without the person having voluntarily waived their *Miranda* rights, the following shall apply:

1. The content of the interview should not be summarized or included in any related criminal charges.
2. The fact that a recorded interview was conducted should be documented in a property or other report.
3. The recording of the interview should be distinctly marked for retention until all potential for civil litigation has expired.

(f) Once any initial medical assessment has been completed or first aid has been rendered, ensure that photographs have been taken of any areas involving visible injury or complaint of pain, as well as overall photographs of uninjured areas.

1. These photographs should be retained until all potential for civil litigation has expired.

(g) Identify any witnesses not already included in related reports.

(h) Review and approve all related reports.

(i) Determine if there is any indication that the individual may pursue litigation.

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1. If there is an indication of potential civil litigation, the supervisor should complete and route a notification of a potential claim through the appropriate channels.

(j) Evaluate the circumstances surrounding the incident and initiate an administrative investigation if there is a question of policy noncompliance or if for any reason further investigation may be appropriate.

In the event that a supervisor is unable to respond to the scene of an incident involving a reported application of force, the supervisor is still expected to complete as many of the above items as circumstances permit.

When an incident results in death, serious bodily harm, or great bodily harm, a supervisor shall immediately contact the Office of Independent Investigations pursuant to the procedures established by the Office of Independent Investigation (RCW 43.102.120).

522.9 TRAINING

All Correctional Deputies and supervisors shall receive training consistent with this policy and related use of force policies at least annually. Training should (Washington State Office of the Attorney General Model Use of Force Policy):

(a) Be a combination of classroom and scenario-based learning.

(b) Include community partners, when relevant and feasible.

(c) Incorporate cultural competency to understand disproportionately impacted communities, and how racialized experiences of policing and the criminal justice system may impact interactions with police.

This policy should be incorporated into defensive tactics curricula.

Correctional Deputies shall receive training and subsequent periodic training on (RCW 43.101.450; RCW 43.101.495; RCW 10.120.010; RCW 10.120.020):

- Guidelines regarding vulnerable populations, including but not limited to children, elderly, pregnant persons, and individuals with physical, mental, or intellectual disabilities.
- De-escalation tactics, including reasonably effective alternatives to force including applicable legal requirements.
- Duty to intervene.
- Exercising reasonable care in determining when to use force.
- Evaluation of whether certain applications of force are reasonable and proportional to the threat or resistance.
- The Washington State Office of the Attorney General Model Use of Force Policy.

The Superintendent shall work with the Training Officer to ensure facility training mandates are met. This training shall include the following:

1. Weapons, control weapons, and chemical agents

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2. Self-defense
3. Forced cell extraction techniques
4. Force team techniques
5. General restraint training (soft and hard restraints)
6. Use of force reporting procedures

522.10 USE OF FORCE REVIEW

The Sergeant shall review all related reports of use of force incidents occurring on their command. The review is to determine whether the use of force was in compliance with policy, procedure, and applicable law and to determine if follow-up action or investigation is necessary. The Sergeant should also ensure that a review packet containing a copy of all pertinent reports and materials is prepared and forwarded to the Use of Force Review Committee.

522.10.1 USE OF FORCE REVIEW COMMITTEE

The review committee shall meet and review all use of force cases within 30 days of the incident. It is the responsibility of the Sergeant to ensure these meetings occur.

The committee will be composed of the following members:

(a) The Superintendent
(b) One supervisor assigned on a rotational basis
(c) The Sheriff
(d) Training Officer
(e) One qualified health care professional
(f) A correctional deputy with advanced use of force training
(g) Other members as selected by the Superintendent

The committee should render a single finding as to whether the use of force was within policy. Any recommendations for areas identified as needing training, changes in policy, or further investigation into incidents that may lead to employee discipline shall be addressed in a separate memorandum to the Training Officer and/or the Sheriff's Office, as appropriate.

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Use of Restraints - Peace Officers

523.1 PURPOSE AND SCOPE

This policy establishes guidelines for the application, supervisory oversight, and restrictions on the use of restraints on persons incarcerated in this facility.

This policy shall apply to the use of specific types of restraints, such as four/five-point restraints, restraint chairs, spit guards, ambulatory restraints, and similar restraint systems, as well as all other restraints, including handcuffs, waist chains, and leg irons when such restraints are used to restrain any inmate for prolonged periods.

Because restraint devices are designed to compel, control, constrain, or restrain a person's movement, use of these devices is physical force and all considerations governing uses of physical force detailed in this policy and the Use of Force Policy apply to their use (Washington State Office of the Attorney General Model Use of Force Policy). However, physical force does not include compliant handcuffing where there is no complaint of physical pain or injury (RCW 10.120.010).

523.1.1 DEFINITIONS

Definitions related to this policy include:

Clinical restraints - Restraints applied when an inmate's disruptive, assaultive, and/or self-injurious behavior is related to a medical or mental illness. Clinical restraints can include leather, rubber, or canvas hand and leg restraints with contact points on a specialized bed (four/five-point restraints) or a portable restraint chair.

Compression asphyxia - An inadequate oxygen level in the blood and/or an excessive increase of carbon dioxide in the blood causing unconsciousness or death brought on by mechanically limiting expansion of the lungs through compressing of the chest and/or abdomen, interfering with breathing (Washington State Office of the Attorney General Model Use of Force Policy).

Positional asphyxia - An inadequate oxygen level in the blood and/or an excessive increase of carbon dioxide in the blood causing unconsciousness or death brought on by a person being placed in a body position which compresses the person's airway and does not allow the person to breathe freely (Washington State Office of the Attorney General Model Use of Force Policy).

Therapeutic seclusion - Segregated confinement of an agitated, vulnerable, and/or severely anxious inmate with a serious mental illness as part of the inmate's treatment when clinically indicated for preventive therapeutic purposes.

523.2 POLICY

It is the policy of this department that restraints shall be used only to prevent self-injury, injury to others, or property damage. Restraints may also be applied according to inmate classification, such as maximum security, to control the behavior of a high-risk inmate while being moved outside the cell or housing unit.

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Restraints shall never be used for retaliation or as punishment. Restraints shall not be utilized any longer than is reasonably necessary to control the inmate. Restraints are to be applied only when less restrictive methods of controlling the dangerous behavior of an inmate have failed or appear likely to fail. Each incident where restraints are used beyond compliant handcuffing shall be documented as a use of force by the handling staff member and the documents placed in the appropriate file prior to the end of the staff member's shift.

This policy does not apply to the temporary use of restraints, such as handcuffing or the use of leg irons to control an inmate during movement and transportation inside or outside the facility.

Restrained persons shall be monitored while in this facility (Washington State Office of the Attorney General Model Use of Force Policy).

523.3 USE OF RESTRAINTS - CONTROL

Supervisors shall proactively oversee the use of restraints on any inmate. Whenever feasible, the use of restraints, other than routine use during transfer, shall require the approval of the Sergeant prior to application. In instances where prior approval is not feasible, the Sergeant shall be apprised of the use of restraints as soon as practicable.

Restraint devices, such as restraint chairs, shall only be used on an inmate when it reasonably appears necessary to overcome resistance, prevent escape, or bring an incident under control, thereby preventing injury to the inmate or others, or eliminating the possibility of property damage. Restraints shall not be applied for more time than is reasonably necessary to achieve the above goals.

Excluding short-term use to gain immediate control, placing an inmate in a restraint chair or other restraints for extended periods requires approval from the Superintendent or the authorized designee prior to taking action. The medical staff shall be called to observe the application of the restraints, when feasible, prior to the application or as soon as practicable after the application, and to check the inmate for adequate circulation.

The use of restraints for purposes other than for the controlled movement or transportation of an inmate shall be documented on appropriate logs to include, at minimum, the type of restraint used, when it was applied, a detailed description of why the restraint was needed, and when it was removed.

The following provisions shall be followed when utilizing restraints to control an inmate:

(a) Restraints shall not be used as punishment, placed around a person's neck, or applied in a way that is likely to cause undue physical discomfort or restrict blood flow or breathing (e.g., hog-tying) (RCW 10.116.022).

(b) Restrained inmates shall not be placed facedown or in a position that inhibits breathing.

(c) Restraints shall not be used to secure a person to a fixed object except as a temporary emergency measure. A person who is being transported shall not be locked in any

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manner to any part of the transporting vehicle, except for items installed for passenger safety, such as seat belts.

(d) Inmates in restraints shall be housed either alone or in an area designated for restrained inmates.

(e) Restraints shall be applied for no longer than is reasonably necessary to protect the inmate or others from harm.

(f) Staff members shall conduct direct face-to-face observation at least twice every 30 minutes on an irregular schedule to check the inmate's physical well-being and behavior. Restraints shall be checked to verify correct application and to ensure they do not compromise circulation. All checks shall be documented, with the actual time recorded by the person doing the observation, along with a description of the inmate's behavior. Any actions taken should also be noted in the log.

(g) The specific reasons for the continued need for restraints shall be reviewed, documented, and approved by the Superintendent or the Sergeant at least every two hours.

(h) As soon as possible, but within four hours of placement in restraints, the inmate shall be medically assessed to determine whether the inmate has a serious medical condition that is being masked by the aggressive behavior. The medical assessment shall be a face-to-face evaluation by a qualified health care professional and shall recur once every six hours of continued restraint thereafter.

(i) As soon as possible, but within eight hours of placement in restraints, the inmate must be evaluated by a mental health professional to assess whether the inmate needs immediate and/or long-term mental health treatment.

523.3.1 USE OF RESTRAINTS FOR COURT HEARINGS

Prior judicial approval should be obtained for any inmate restraints that will be used in any court proceeding.

Juveniles shall not be brought before the court for any court appearance wearing any physical restraint devices except when ordered by the court (JuCR 1.6).

523.4 USE OF RESTRAINTS - CLINICAL

Inmates may be considered for clinically ordered restraints or seclusion when exhibiting dangerous behavior that is believed to be a product of a medical or mental illness and that puts the inmate and/or others at risk of physical harm, or when medical care is urgently required and the inmate is not considered competent to give or withhold consent.

Clinical restraints and/or therapeutic seclusion shall only be used when an inmate's safety or the safety of others cannot be protected by less restrictive means and only upon the direct order of a qualified health care professional and notification of the Superintendent or the authorized designee prior to taking action. Restraints shall be used no longer than is reasonably necessary to provide for the legitimate safety concerns of the inmate, staff, or others.

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The following provisions shall be used any time clinical restraints or therapeutic seclusion is authorized:

(a) Excluding short-term use to gain immediate control of an inmate exhibiting dangerous or destructive behavior, an inmate may be placed in clinical restraints or therapeutic seclusion only on the orders of a qualified health care professional and only after making a determination that less restrictive interventions are ineffective to prevent the inmate from causing property damage or serious injury to themselves or others.

(b) Clinical restraints or therapeutic seclusion shall never be ordered or otherwise applied as a means of coercion, discipline, punishment, convenience, or retaliation.

(c) The qualified health care professional's order may only be in effect for up to 12 hours for adult inmates and up to two hours for inmates age 17 or younger.

(d) Within one hour of the application of restraints or therapeutic seclusion, a face-to-face observation of the inmate to evaluate the need for continued restraint or therapeutic seclusion shall be conducted by a qualified health care professional.

(e) If deemed clinically necessary, the qualified health care professional who gave the initial order for restraints or therapeutic seclusion may renew the original order for an additional four hours for an adult or up to two hours for a person who is age 17 or younger.

(f) Inmates placed in clinical restraints shall be placed in designated cells within the medical unit. The restraints shall be applied in the least restrictive manner possible, based on the qualified health care professional's evaluation and order.

(g) Inmates placed in restraints shall only be placed in a face-up position.

(h) Following the first face-to-face observation, a qualified health care professional shall conduct face-to-face checks at least every 15 minutes on an irregular schedule to assess the inmate's condition and behavior. The restraints shall be checked for proper application and to ensure that circulation is not compromised. Checks shall be documented in the inmate's medical file.

(i) Except in the event of a medical emergency for the inmate, only a qualified health care professional shall determine when an inmate shall be released from clinical restraints or therapeutic seclusion.

523.5 RANGE OF MOTION

Inmates placed in restraints for longer than two hours should receive a range-of-motion procedure that will allow for the movement of the extremities. Range-of-motion exercise will consist of alternate movement of the extremities (i.e., right arm and left leg) for a minimum of 10 minutes every two hours.

523.6 FOOD, HYDRATION, AND SANITATION

Inmates who are confined in restraints shall be given food and fluids. Food shall be provided during normal meal periods. Hydration (water or juices) will be provided no less than once every two hours or when requested by the inmate.

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Offering food and hydration to inmates will be documented to include the time, the name of the person offering the food or water/juices, and the inmate's response (receptive, rejected). Provisions shall be made to accommodate any toileting needs at least once every two hours. Inmates shall be given the opportunity to clean themselves should they soil themselves or their clothing while they are in restraints.

523.7 AVAILABILITY OF CPR EQUIPMENT

CPR equipment, such as barrier masks, shall be provided by the facility and located in proximity to the location where inmates in restraints are held.

523.8 RESTRAINED INMATE HOLDING

Restrained inmates should be protected from abuse by other inmates. Under no circumstances will restrained inmates be housed with inmates who are not in restraints. In most instances, restrained inmates are housed alone or in an area designated for restrained inmates.

523.9 PREGNANT INMATES

Leg irons or waist chains shall not be used on any inmate known to be pregnant. Except in extraordinary circumstances no restraints of any kind may be used on any pregnant inmate during transportation to and from visits to medical providers or court proceedings at any time during the third trimester of pregnancy or postpartum recovery. "Extraordinary circumstances" exist where a member makes an individualized determination that restraints are necessary to prevent the inmate from escaping or injuring themself, medical or safety personnel, or others. Should restraints be necessary, the restraints shall be the least restrictive available and most reasonable under the circumstances (RCW 70.48.500).

523.9.1 INMATES IN LABOR

While an inmate is in labor or in childbirth, no restraints of any kind may be used (RCW 70.48.500(2)). This does not prohibit a treating physician licensed under Title 18 RCW from requesting the use of hospital restraints for the medical safety of an inmate.

523.10 APPLICATION OF SPIT GUARDS

A spit guard (sometimes referred to as a spit hood, spit mask, or spit sock) is a woven mesh device which can be placed over a person's head and face with the intent of preventing or reducing the transmission of infectious disease through saliva, mucous, and blood. Correctional Deputies shall only use department-issued spit guards (Washington State Office of the Attorney General Model Use of Force Policy).

Spit guards may be placed upon inmates when the Correctional Deputy reasonably believes the inmate will bite or spit, either on a person or in an inappropriate place. They are generally used during application of a physical restraint, while the inmate is restrained, or during or after transport.

Prior to application of a spit guard, a correctional deputy shall warn the inmate and provide a reasonable time for the inmate to comply with the Correctional Deputy's commands. If applied,

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the Correctional Deputy shall remove the spit guard as soon as the threat of spitting or biting has ended, or the Correctional Deputy observes that the spit guard is no longer necessary.

Correctional Deputies utilizing spit guards should ensure that the spit guard is fastened properly according to the manufacturer's instructions to allow for adequate ventilation and that the inmate can breathe normally. After application of a spit guard and when safe to do so, Correctional Deputies shall move the inmate into a seated or side recovery position. Correctional Deputies shall provide assistance during the movement of a restrained inmate due to the potential for impairing or distorting the inmate's vision. For inmates in mental health crisis, the application of a spit guard may provoke an elevated level of distress. Correctional Deputies should provide verbal reassurance and dynamically assess the situation to remove the spit guard as soon as appropriate. Correctional Deputies should avoid commingling those inmates who are wearing spit guards with other inmates.

Spit guards should not be used in situations where the inmate is bleeding profusely from the area around the mouth or nose, or if there are indications that the inmate has a medical condition that affects their breathing, or the inmate demonstrates symptoms of labored or distressed breathing. In such cases, prompt medical care should be obtained. If the inmate vomits while wearing a spit guard, the spit guard should be promptly removed and discarded. Inmates who have been sprayed with oleoresin capsicum (OC) spray should be thoroughly decontaminated including hair, head, and clothing, prior to application of a spit guard.

Inmates who have been placed in a spit guard shall be continually monitored and shall not be left unattended until the spit guard is removed. In the event of a medical emergency, spit guards should be removed immediately. Spit guards shall be discarded after each use.

523.11 POSITIONAL ASPHYXIATION AND COMPRESSION ASPHYXIATION

Consistent with training, Correctional Deputies shall take the following actions to reduce the risk of positional asphyxiation and compression asphyxiation (Washington State Office of the Attorney General Model Use of Force Policy):

(a) As soon as safe and feasible after handcuffing or otherwise restraining an inmate taken to the ground, roll the inmate to the side and move the inmate to an upright position that does not impede the mechanism of normal breathing, except if the inmate is unconscious. This requirement is especially important when the inmate is handcuffed in the prone position.

    1. An exception is if the inmate is conscious and expresses a desire to be placed in a different position, the Correctional Deputies shall place the inmate in that position unless doing so poses a substantial risk of safety to the inmate, Correctional Deputies, or others.

(b) Do not put prolonged pressure on the chest, neck, or back, including by sitting, kneeling, or standing.

(c) Continuously monitor the inmate's condition while being restrained, as death can occur suddenly and develop beyond the point of viable resuscitation within seconds.

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Monitoring includes but is not limited to assessing the adequacy of the inmate's breathing, color, and any impairment as verbalized by the inmate.

(d) Whenever possible during team restraint when manpower limitations allow, the ranking Correctional Deputy shall designate a safety officer. The safety officer shall monitor the health and welfare of the inmate until:

1. Responsibility is transferred to a qualified health care professional; or
2. The inmate is placed in a seated position and verbalizes to the safety officer that they feel okay, and the inmate appears to the safety officer to be well and speaking normally.

(e) If the safety officer becomes aware of an issue with the inmate's breathing, color, or any impairment, the safety officer shall inform the ranking Correctional Deputy.

(f) Do not transport a restrained inmate in the prone position.

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Electronic Restraints - Peace Officers

524.1 PURPOSE AND SCOPE

This policy establishes guidelines for the application, supervisory oversight, and restrictions on the use of electronic restraints on inmates in this facility, during transportation, and during court appearances.

524.2 POLICY

The Ferry County Sheriff's Office allows the use of department-issued electronic restraints as provided in this policy.

524.3 CORRECTIONAL DEPUTY RESPONSIBILITIES

Correctional Deputies shall successfully complete department-approved training prior to using any electronic restraint device. Only department-issued electronic restraint devices shall be used.

Correctional Deputies should perform a function test on the device prior to placing it on an inmate. The Sergeant shall ensure that all electronic restraint devices are properly maintained and in good working order.

A correctional deputy should obtain prior judicial approval for the use of an electronic restraint device in a courtroom. The Correctional Deputy should briefly explain the operation of the device to the judge.

524.4 VERBAL WARNING

A verbal warning of the intended use of the electronic restraint device should precede its application, unless it would otherwise endanger the safety of Correctional Deputies or when it is not practicable due to the circumstances. The warning is intended to provide the inmate with an opportunity to comply. The fact that a verbal or other warning was given or the reasons it was not given shall be documented by the Correctional Deputy deploying the device.

524.5 APPLICATION

Prior to applying the electronic restraint device to an inmate, the Correctional Deputy should describe its operation and caution the inmate about behaviors that may result in its activation. Although the electronic restraint device is generally effective in controlling most inmates, Correctional Deputies should be aware that it may not achieve the intended result, and that they should be prepared with other options.

The electronic restraint device shall not be used to psychologically torment, elicit statements from, retaliate against, or punish any inmate.

The electronic restraint device may be used in the following circumstances, when the circumstances perceived by the Correctional Deputy at the time indicate that such application is reasonably necessary to:

(a) Prevent self-injury, suicide, escape, injury to others, property damage, or an attempt to remove or destroy the device.

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(b) Control the behavior of a high-risk inmate who poses a serious threat to safety or security when being moved within the facility or transported outside the facility.

524.5.1 MULTIPLE APPLICATIONS

Correctional Deputies should activate the electronic restraint device for only one standard cycle and then evaluate the situation before applying any subsequent cycles. Multiple applications of an electronic restraint device are generally not recommended and should be avoided unless the Correctional Deputy reasonably believes that the need to control the inmate outweighs the potentially increased risk posed by multiple applications.

If the first application of the electronic restraint device appears to be ineffective in gaining control of an inmate, the Correctional Deputy should consider certain factors before additional applications, including whether the inmate has the ability to comply and has been given a reasonable opportunity to comply.

524.5.2 SPECIAL CONSIDERATIONS

Electronic restraint devices should not be used on:

(a) Inmates who are known to be pregnant.

(b) Elderly inmates.

(c) Inmates with obviously low body mass.

(d) In any environment where a correctional deputy knows or has reason to believe that a potentially flammable, volatile, or explosive material is present that might be ignited by an open spark, including but not limited to oleoresin capsicum (OC) spray with a volatile propellant, gasoline, natural gas, or propane.

(e) Inmates who are on an elevated surface unless reasonable efforts have been made to prevent or minimize a fall-related injury.

Because the application of the electronic restraint device relies primarily on pain compliance, its use generally should be limited to a distraction technique to gain separation between the Correctional Deputy and the inmate, or to disrupt an inmate's violent or unruly behavior, thereby giving Correctional Deputies time and distance to consider other force options or actions.

524.6 MEDICAL TREATMENT

All inmates who have been subjected to the electric discharge of an electronic restraint device should have the contact site medically assessed.

Additionally, any inmate who falls under any of the following categories should, as soon as practicable, be examined by a qualified health care professional:

(a) The inmate is suspected of being under the influence of controlled substances and/or alcohol.

(b) The inmate may be pregnant.

(c) The inmate reasonably appears to be in need of medical attention or is exhibiting signs of distress.

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(d) The inmate requests medical treatment.

(e) The inmate was exposed to multiple or prolonged applications.

If any inmate refuses medical attention, such a refusal should be witnessed by another member and/or medical personnel and shall be fully documented. If an audio recording is made of the contact or an interview with the inmate, any refusal should be included, if possible.

Correctional Deputies shall inform any person providing medical care or receiving custody that the inmate has been subjected to the activation of an electronic restraint device.

524.7 DOCUMENTATION

Correctional Deputies shall document each incident in which electronic restraints are placed on an inmate or are activated. Notification shall also be made to a supervisor in compliance with the Use of Force Policy - Peace Officers. Unintentional activations will also be documented.

524.8 SUPERVISOR RESPONSIBILITIES

Supervisor approval is necessary before an electronic restraint device is placed on an inmate. A supervisor should respond to all incidents where an electronic restraint device was activated.

A supervisor should review each incident where an inmate has been exposed to an activation of an electronic restraint device. Any onboard memory should be downloaded by a supervisor and retained with the inmate's file.

Photographs of contact sites should be taken, and witnesses interviewed.

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Chapter 6 - Inmate Due Process

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Inmate Discipline

600.1 PURPOSE AND SCOPE

This policy addresses the fair and equitable application of inmate rules and disciplinary sanctions for those who fail to comply.

600.2 POLICY

It is the policy of this department to maintain written general categories of prohibited inmate behavior that are clear, consistent and uniformly applied. Written rules and guidelines will be made available to all inmates. They will include a process for resolving minor infractions and a hearing process for a more serious breach of inmate rules. Criminal acts may be referred to the appropriate criminal agency.

600.3 DUE PROCESS

Inmates who are subject to discipline as a result of rule violations shall be afforded the procedural due process established in the policies, procedures and practices relating to inmate discipline. Staff will not engage in arbitrary actions against inmates. All disciplinary actions will follow clearly established procedures. All disciplinary sanctions will be fairly and consistently applied.

The process for an inmate accused of a rule violation include:

- Published rules of conduct related to maintaining facility safety, security and order and clearly defined penalties for a violation of rules.
- A fair hearing in which the Superintendent or the authorized designee presents factual evidence supporting the rule violation and the disciplinary action.
- Advance notice to the inmate of the disciplinary hearing, to allow the inmate time to prepare a defense.
- An impartial hearing officer.
- The limited right to call witnesses and/or present evidence on his/her behalf.
- The appointment of an assistant or representative in cases where the inmate may be incapable of self-representation.
- A formal written decision that shows the evidence used by the hearing officer, the reasons for any sanctions and an explanation of the appeal process.
- Reasonable sanctions for violating rules that relate to the severity of the violation.
- The opportunity to appeal the finding.

600.3.1 INMATE RULES GENERALLY

The Superintendent is responsible for ensuring that inmate rules and sanctions are developed, distributed, reviewed annually and revised as needed.

Inmate rules should be an integral part of the inmate orientation and may be provided verbally by staff, as a part of a video presentation to inmates and in a printed inmate handbook. Inmate rules

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shall be given to each inmate during initial housing in the form of an inmate handbook, or shall be posted in housing units. Penalties for violation of these rules will also be included in this material.

Inmates cannot be held accountable for rules of which they are unaware. However, it is impossible to define every possible prohibited act or rule violation that might be encountered in a detention facility. Therefore, a current list of recognized infractions that are generally prohibited will be available in each housing unit. Any revised inmate rules shall not go into effect until all inmate rule handbooks have been replaced or the revised rules have been made available in each housing unit. All inmates, regardless of their housing unit, shall have access to these rules. Inmate rules shall be translated into the languages that are understood by the inmates.

Disciplinary procedures governing inmate rule violations shall address rules, minor and major violations, criminal offenses, disciplinary reports, prehearing detention and prehearing actions or investigations.

600.3.2 RULE VIOLATION REPORTS

A record of all disciplinary infractions and punishment administered will be made. This requirement may be satisfied by retaining copies of rule violation reports, including the disposition of each violation. Rule violation reports are required for major rule violations or any other violation that will require investigation or a formal resolution. The staff member who observed or detected the rule violation or who was charged with investigating a rule violation is responsible for completing the rule violation report.

The rule violation report shall include, at minimum:

- The date, time and location of the incident.
- Specific rules violated.
- A written description of the incident.
- The identity of known participants in the incident.
- Identity of any witnesses to the incident.
- Description and disposition of any physical evidence.
- Action taken by staff, including any use of force.
- Name and signature of the reporting Correctional Deputy
- Date and time of the report.

The Sergeant investigating the violation shall ensure that documentation in the investigation or rule violation report includes:

- Date and time the explanation and the written copy of the complaint and appeal process was provided to the inmate.
- The inmate's response to the charges.
- Reasons for any sanctions.

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- The identity of any staff or witnesses involved, as revealed by the inmate.
- The findings of the hearing officer.
- The inmate's appeal, if any.
- The appeal findings, if applicable.

600.4 RULE VIOLATION PROCEDURES

Minor acts of non-conformance to the rules may be handled informally by any Correctional Deputy.

A violation of rules observed by general service employees, volunteers or contractors will be reported to a correctional deputy for further action. Correctional Deputies are authorized to recommend informal sanctions on minor violations.

Any staff member imposing informal discipline shall complete the reporting portion of the disciplinary report and provide the form to the Sergeant for review prior to the imposition of the sanction.

The following are disciplinary sanctions that may be imposed for minor rule violations:

- Counseling the inmate regarding expected conduct
- Assignment to extra work detail
- Removal from work detail (without losing work time credits)
- Loss of television, telephone and/or commissary privileges for a period not to exceed 72 hours
- Lockdown in the inmate's assigned cell or confinement in the inmate's bunk area for a period not to exceed 24 hours

An inmate may request that a supervisor review the imposed sanction. However, this request must be made within one hour of receiving notice of the sanction. The Sergeant should respond to the request within a reasonable time (generally within two hours) and shall have final authority as to the imposition of informal discipline.

600.4.1 MULTIPLE MINOR RULE VIOLATIONS

Staff may initiate a major rule violation report if an inmate is charged with three or more minor rule violations in a consecutive 30-day period. Copies of all minor rule violations will be attached to the major rule violation report. A staff member shall conduct a hearing according to the procedures of a major rule violation.

600.4.2 MAJOR RULE VIOLATIONS

Major rule violations are considered a threat to the safety, security or efficiency of the facility, its staff members, inmates or visitors. Staff members witnessing or becoming aware of a major rule violation shall take immediate steps to stabilize and manage the situation, including immediate notification of a Sergeant. The Sergeant shall assess the situation and initiate any emergency action, if necessary, and notify the Sergeant.

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The staff member who learned of the rule violation shall write and submit a disciplinary report, along with all relevant evidence, to the appropriate Sergeant prior to the end of the shift.

Reports shall be concise, explain the facts of the violation and should describe any evidence supporting that the accused inmate did or did not commit the violation. The report shall contain the elements identified in the Rule Violation Reports section of this policy.

600.4.3 ADMINISTRATIVE SEGREGATION HOUSING
Inmates who are accused of a major rule violation may be moved to administrative segregation housing for prehearing detention, with the Sergeant’s approval, if there is a threat to safety or security. Inmates placed in prehearing detention are subject to the property and privilege restrictions commensurate with segregated confinement.

The Superintendent or the authorized designee shall, within 72 hours including weekends and holidays, review the status of any inmate in prehearing detention to determine whether continued prehearing segregation housing is appropriate.

600.5 INVESTIGATIONS

Investigations involving major rule violations should be initiated within 24 hours of the initial report and completed in sufficient time for the inmate to have a disciplinary hearing, which is required within 72 hours of the time the inmate was informed, in writing, of the charges. If additional time is needed, the investigating Sergeant will request more time in writing from the Sergeant. The inmate will be notified in writing of the delay.

If upon completion of the investigation, the investigating Sergeant finds insufficient evidence to support a major rule violation, he/she may discuss alternative sanctions with the Sergeant, including handling the incident as a minor violation or recommending that charges be removed. Such alternatives shall be documented in the inmate's file.

If the investigating Sergeant determines that sufficient evidence exists to support a major rule violation, he/she will act as the hearing coordinator and will be responsible for:

- Reviewing all reports for accuracy and completeness.
- Overseeing or conducting any required additional investigation.
- Making a determination as to the final charges.
- Making preliminary decisions about the appointment of a staff member to act as an assistant to the inmate.
- Identifying any witnesses that may be called to the hearing.

600.6 NOTIFICATIONS

An inmate charged with a major rule violation shall be given a written description of the incident and the rules violated at least 24 hours before a disciplinary hearing.

Unless waived in writing by the inmate, hearings may not be held in less than 24 hours from the time of notification.

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600.7 HEARING OFFICER

The Superintendent shall appoint at least one hearing officer to preside and conduct disciplinary hearings of rule violations. The hearing officer should be a qualified Sergeant or suitably trained designee, who will have the responsibility and authority to rule on charges of inmate rule violations. The hearing officer shall also have the power to impose sanctions. The hearing officer shall not investigate nor preside over any inmate disciplinary hearing on cases where he/she was a witness or was directly involved in the incident that generated the complaint.

600.8 HEARING PROCEDURE

Inmates charged with rule violations are entitled to be present at a hearing unless waived in writing or excluded because their behavior poses a threat to facility safety, security and order. Staff shall inform the hearing officer when any inmate is excluded or removed from a scheduled hearing and shall document the reasons for the exclusion or removal. A copy of the report shall be forwarded to the Superintendent.

Hearings may be postponed or continued for a reasonable period of time for good cause. Reasons for postponement or continuance shall be documented and forwarded to the Superintendent.

The hearing officer shall disclose to the accused inmate all witnesses who will be participating in the hearing. Inmates have no right to cross-examine witnesses. However, the accused inmate may be permitted to suggest questions that the hearing officer, in his/her discretion, may ask.

600.8.1 EVIDENCE

Accused inmates have the right to make a statement, present evidence and call witnesses at the hearing. Requests for witnesses shall be submitted in writing by the inmate no later than 12 hours before the scheduled start of the hearing. The written request must include a brief summary of what the witness is expected to say.

The hearing officer may deny the request when it is determined that allowing the witness to testify would be unduly hazardous to institutional safety or correctional goals, when the witness’s information would not be relevant or would be unnecessarily duplicative, or is otherwise unnecessary. The reason for denying a witness to testify shall be documented in the hearing report. The reason for denial of any documents requested by the inmate shall also be documented in the hearing record.

A witness’s signed written statement may be submitted by the inmate as an alternative to a live appearance. The hearing officer shall review and determine whether the statement is relevant to the charges and shall document the reason for exclusion when any written statement is not given consideration.

Absent a safety or security concern, all staff reports and evidence, including exculpatory evidence, obtained during the disciplinary investigation shall be made available to the accused inmate prior to the hearing.

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600.8.2 CONFIDENTIAL INFORMANTS

If information from any confidential informant is to be presented at the hearing, information establishing the reliability and credibility of the informant shall be provided to the hearing officer prior to the hearing. The hearing officer shall review such information to determine whether the informant is reliable and credible.

600.8.3 STAFF ASSISTANCE

A staff member shall be assigned to assist an inmate who is incapable of representing him/herself at a disciplinary hearing due to literacy, developmental disabilities, language barriers or mental status.

The scope of the duties of the assistant shall be commensurate with the reasons for the appointment. The assistant should be allowed sufficient time to confer with the inmate to fulfill his/her obligations. In these cases the inmate does not have a right to appoint a person to assist in his/her disciplinary hearing. The final decision regarding the appointment rests with the hearing officer.

Inmate discipline is an administrative and not a judicial process. Inmates do not have a right to an attorney in any disciplinary hearing. Additionally, disciplinary matters may be referred for criminal prosecution and jail disciplinary action concurrently as there is no double jeopardy defense for an administrative process.

600.8.4 DISCIPLINARY DECISIONS

Disciplinary decisions shall be based on the preponderance of evidence presented during the disciplinary hearing.

The disciplinary process shall consider whether an inmate’s mental disabilities or mental illness contributed to the inmate’s behavior when determining what type of discipline, if any, should be imposed (28 CFR 115.78(c)).

600.8.5 REPORT OF FINDINGS

A record of all disciplinary hearings shall be maintained in accordance with established records retention schedules.

The hearing officer shall write a report regarding the decision and detailing the evidence and the reasons for the disciplinary action. A copy of the report shall be provided to the inmate. The original shall be filed with the record of the proceedings. All documentation related to the disciplinary process shall be retained and a copy should be placed in the inmate’s file.

If it is determined that the inmate’s charge is not sustained at the end of the disciplinary hearing, the disciplinary report shall be removed from the inmate’s file but otherwise maintained in accordance with records retention requirements.

All disciplinary hearing reports and dispositions shall be reviewed by the Superintendent or the authorized designee soon after the a final disposition.

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600.9 DISCIPLINARY APPEALS

Inmates wishing to appeal the decision of the hearing officer must do so in writing within five days of the decision. All appeals will be forwarded to the Superintendent or the authorized designee for review.

Only appeals based on the following will be considered:

(a) The disciplinary process or procedures were not followed.

(b) There was insufficient evidence to support the hearing officer's decision.

(c) The discipline imposed was not proportionate to the violation committed.

A final disposition shall be rendered as soon as possible if the inmate's appeal is granted or discipline is reduced but no later than 10 days after the appeal. The decision of the review authority shall be final and the result of the appeal shall be provided to the inmate in writing.

600.10 LIMITATIONS ON DISCIPLINARY ACTIONS

The U.S. and State Constitutions expressly prohibit all cruel or unusual punishment. Additionally, there shall be the following limitations:

- In no case shall any inmate or group of inmates be delegated the authority to punish any other inmate or group of inmates.
- In no case shall a safety cell, as specified in the Juvenile Housing Policy and the Safety and Sobering Cells Policy, be used for disciplinary purposes.
- In no case shall any restraint device be used for disciplinary purposes.
- Food shall not be withheld as a disciplinary measure.
- Correspondence privileges shall not be withheld except in cases where the inmate has violated correspondence regulations, in which case correspondence other than legal mail may be suspended for no longer than 72 hours without the review and approval of the Superintendent.
- In no case shall access to the courts and/or legal counsel be suspended as a disciplinary measure.
- No inmate may be deprived of the implements necessary to maintain an acceptable level of personal hygiene.
- Disciplinary segregation in excess of 30 days without review by the Superintendent is prohibited. The review shall include a consultation with health care staff. Such reviews shall continue at least every 15 days thereafter until the disciplinary status has ended.
- Discipline may be imposed for sexual activity between inmates. However, such activity shall not be considered sexual abuse for purposes of discipline unless the activity was coerced (28 CFR 115.78(g)).

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- No discipline may be imposed for sexual contact with staff unless there is a finding that the staff member did not consent to such contact (28 CFR 115.78(e)).
- No inmate may be disciplined for falsely reporting sexual abuse or lying, even if an investigation does not establish evidence sufficient to substantiate the allegation, if the report was made in good faith based upon a reasonable belief that the alleged conduct occurred (28 CFR 115.78(f)).

600.11 GUIDELINES FOR DISCIPLINARY SANCTIONS

The sanctions imposed for rule violations can range from counseling, loss of privileges, extra work, loss of good and/or work time and restitution for damaging jail property, to implementation of the Disciplinary Segregation Policy. To the extent that there is available therapy, counseling or other interventions designed to address and correct underlying reasons or motivations for sexual abuse, the facility shall consider whether to require an inmate being disciplined for sexual abuse to participate in such interventions as a condition of access to programming or other benefits (28 CFR 115.78(d)).

Discipline shall be commensurate with the nature and circumstances of the offense committed, the inmate's disciplinary history and the sanctions imposed for comparable offenses by other inmates with similar histories (28 CFR 115.78(b)).

Inmates shall be subject to disciplinary sanctions pursuant to a formal disciplinary process following an administrative finding that the inmate engaged in inmate-on-inmate sexual abuse or following a criminal finding of guilt for inmate-on-inmate sexual abuse (28 CFR 115.78(a)).

The Superintendent shall be responsible for developing and implementing a range of disciplinary sanctions for violations.

600.12 TRAINING

The Superintendent or the authorized designee is responsible for ensuring that a wide range of training and disciplinary tools are available to aid staff and that preprinted forms are available for documenting rule violations in a consistent and thorough manner.

The Training Officer is responsible for developing and delivering, or procuring, training for staff members who participate in the disciplinary hearing process. Training topics should include the legal significance of due process protections and the hearing officer’s role in assuring that those protections are provided.

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Disciplinary Segregation

601.1 PURPOSE AND SCOPE

This policy specifically addresses disciplinary segregation and guiding principles relating to the conditions attached to that segregation. It will provide guidance to the staff on acceptable practices with regard to management of inmates in disciplinary segregation or classified as requiring special management needs.

601.1.1 DEFINITIONS

Definitions related to this policy include:

Disciplinary segregation - A status assigned to an inmate after a disciplinary hearing in which the inmate was found to be in violation of a jail rule or state or federal law. This status results in separating the inmate from the rest of the inmate population to serve the consequence imposed.

601.2 POLICY

Ferry County Corrections will maintain a disciplinary segregation unit to house inmates who, after an impartial due process hearing, are being sanctioned for violating one or more jail rules. Restrictions on privileges will be subject to the disciplinary process and in accordance with this policy.

601.3 DISCIPLINARY SEGREGATION

Inmates may be placed into disciplinary segregation only after an impartial hearing to determine the facts of the rule violation, in accordance with the department Inmate Discipline Policy. The hearing officer shall impose discipline in accordance with the discipline schedule established by the Superintendent. Maximum discipline for any one incident, regardless of the number of rules violated, shall not exceed 60 days.

Inmates who are in disciplinary segregation for more than 30 days shall have their case reviewed by the Superintendent. The Superintendent’s review will include a consultation with health care staff. The case will be reviewed every 15 days thereafter, including consultations with health care staff. This review shall be documented.

601.4 INMATE ACCESS TO SERVICES

The ability to discipline inmates for conduct violations is not absolute. Absent legitimate government reason, inmates continue to have a right to receive certain services. However, inmates in disciplinary segregation, in accordance with the Inmate Discipline Policy, or special management inmates, who are disciplined for one or more rule violations, may be subject to loss of privileges or credit for good time and work.

Services to provide for basic human needs must continue to be made available. There are minimum service requirements that must be maintained to ensure the facility continues to operate in a constitutional manner. All custody staff will adhere to the following policy sections to guide

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them in the supervision of inmates held in disciplinary isolation or classified as requiring special management needs.

601.4.1 MEDICATION, CLOTHING AND PERSONAL ITEMS

Inmates placed in disciplinary segregation are considered special management inmates and shall not be denied prescribed medication.

Special management inmates will be provided with clothing that identifies their status, but in no case will this clothing be used to intentionally disgrace the inmate.

Absent unusual circumstances, special management inmates will continue to have the same access to personal items in their cell as general population inmates have, including the following:

- Clean laundry
- Barbering and hair care services
- Clothing exchanges
- Bedding and linen exchanges

Inmates in disciplinary segregation shall not be deprived of bedding or clothing except in cases where the inmate destroys such articles or uses them to attempt suicide. The decision to continue to deprive the inmate of these articles must be made by the Superintendent or the authorized designee and reviewed every 24 hours.

601.4.2 SHOWERING AND PERSONAL HYGIENE

Inmates in disciplinary segregation should be allowed to shower with the same frequency as the general inmate population, if reasonably practicable, but at minimum shall be afforded the opportunity to shower at least every other day and shave daily. The opportunities for each inmate to shave and shower will be documented on the disciplinary segregation unit log.

Exceptions to this policy can only be made when the restriction is determined to be reasonably necessary for legitimate government purposes. Any exceptions to this basic requirement must be reviewed and approved by the Sergeant. The circumstances necessitating a restriction must be clearly documented on the unit log.

601.4.3 DENIAL OF AUTHORIZED ITEMS OR ACTIVITIES

Personal items may be withheld when it reasonably appears that the items will be destroyed by the inmate or it is reasonably believed that the personal item will be used for a self-inflicted injury or to harm others.

Whenever an inmate in disciplinary segregation is denied personal care items or activities that are usually authorized to the general population inmates, except for restrictions imposed as a result of a disciplinary hearing, the Correctional Deputy taking such action shall prepare a report describing the circumstances that necessitated the need to restrict personal items or activities. The report shall be submitted to a supervisor for review, who will then forward it to the Superintendent. A copy of the report shall be placed in the inmate’s file.

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601.4.4 MAIL AND CORRESPONDENCE

Inmates in disciplinary segregation shall have the same privileges to write and receive correspondence as inmates in general population, except in cases where inmates violated correspondence regulations. In such cases, mail privilege may be suspended. The Superintendent or the authorized designee shall approve all mail privilege suspensions that exceed 72 hours. Legal mail shall not be suspended from access or delivery to the inmate.

601.4.5 VISITATION

Inmates in disciplinary segregation shall have the same opportunities for visitation as general population inmates, except when the visitation privileges are suspended pursuant to a sanction imposed by the disciplinary hearing officer. Disciplinary sanctions that limit or curtail visitation must be clearly documented and approved by a supervisor if not a condition of the original approved discipline.

601.4.6 READING AND LEGAL MATERIALS

Inmates in disciplinary segregation shall have the same access to reading materials and legal materials as the general population inmates, unless the restriction is directed by a court of law or there is a reasonable basis to believe the materials will be used for illegal purposes or pose a direct threat to the security and safety of the facility. In such cases the basis for the action shall be documented in the inmate’s file and unit log. Access to courts and legal counsel shall not be suspended as a disciplinary measure.

601.4.7 EXERCISE

Inmates in disciplinary segregation shall be given a minimum of three hours of exercise per week outside of their cell. Exceptions to this may occur if there are legitimate security or safety considerations. The circumstances relating to the limitation of exercise shall be documented in an incident report. The report shall be reviewed and the restriction shall be approved by a supervisor.

601.4.8 LIMITED TELEPHONE PRIVILEGES

Inmates in disciplinary segregation may have their telephone privilege restricted or denied. Exceptions include the following:

(a) Making calls to attorneys

(b) Responding to verified family emergencies when approved by a Sergeant

All telephone access based on the above exceptions shall be documented on the unit log.

601.4.9 BEDDING AND CLOTHING

Inmates in disciplinary segregation shall not be deprived of bedding or clothing except in cases where the inmate destroys such articles or uses them to harm him/herself or others or for something other than the intended purpose. Clothing and bedding shall be returned to the inmate as soon as it is reasonable to believe the behavior that caused the action will not continue. The decision to continue to deprive the inmate of these articles must be made by the Superintendent or

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the authorized designee and reviewed at least every eight hours. This review shall be documented and placed into the inmate's file.

601.5 DISCIPLINARY DETENTION DIET

Under no circumstances will an inmate be denied food as a means of punishment. A disciplinary detention diet may only be used for major violations of jail rules. No inmate receiving a prescribed medical diet is to be placed on a disciplinary detention diet without review and written approval of the Responsible Physician or pursuant to a written plan approved by the Responsible Physician. Disciplinary detention diets shall be served twice during each 24-hour period and must meet statutorily prescribed minimum food and nutritional requirements as described in the Disciplinary Detention Diet Policy.

Before any inmate is placed on a disciplinary detention diet, the following shall occur:

(a) The Responsible Physician shall review the medical condition and history of the inmate and approve the alternative meal service.

(b) The Superintendent shall review the incident report and medical reports and shall approve the use of a disciplinary detention diet.

(c) The custody staff and qualified health care professionals shall monitor these special circumstances and report their observations to the Superintendent.

(d) Disciplinary detention diets shall not be served in any case for more than 72 hours without the written approval of the Superintendent and the Responsible Physician.

601.6 INITIAL EVALUATION OF INMATES UPON PLACEMENT

After notification from staff that an inmate is being placed in segregation, the Sergeant shall ensure that the following occurs:

(a) A qualified health care professional shall review the inmate's health record to determine whether existing medical, dental or mental health needs contraindicate the placement or require special accommodations.

(b) If contraindications or special accommodations are noted, the qualified health care professional shall inform the Sergeant and coordinate the appropriate plan for the inmate based on the safety needs of the facility and the medical needs of the inmate.

601.7 MENTAL HEALTH CONSIDERATIONS

Due to the possibility of self-inflicted injury and depression during periods of segregation, health evaluations should include notations of any bruises and other trauma markings, and the qualified health care professional’s comments regarding the inmate’s attitude and outlook.

(a) A qualified health care professional should visit each inmate a minimum of once a day and more often if needed. A medical assessment should be documented in the inmate’s medical file.

(b) Mental health staff or a qualified mental health professional should also conduct weekly rounds.

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When an inmate is classified as a special management inmate due to the presence of a serious mental illness and is placed in a segregation setting, the mental health progress notes and management plan should reflect the changed environment. When an inmate is expected to remain in segregation for more than 30 days (based upon disciplinary decisions, protective needs or other factors) the special management treatment plan should be updated to reflect this.

Where reasonably practicable, a qualified health care professional should provide screening for suicide risk following admission to the segregation unit.

601.8 SAFETY CHECKS

A staff member shall conduct a face-to-face safety check of all disciplinary segregation inmates at least every 30 minutes on an irregular schedule. If an inmate is violent, has mental health problems or demonstrates unusual behavior, the face-to-face check by custody should occur every 15 minutes on an irregular schedule.

Inmates who are at risk of suicide shall be under continuous observation until seen by a qualified health care professional. Subsequent supervision routines should be in accordance with orders provided by the qualified health care professional.

Disciplinary segregation inmates shall receive increased monitoring to include at a minimum:

(a) A visit by the Sergeant once a day.

(b) Visits by program staff, upon request.

(c) Visits by a qualified health care professional a minimum of once a day and more often, if needed.

All management, program staff and qualified health care professional visits shall be documented on the appropriate records and logs and retained in accordance with established records retention schedules.

601.8.1 DOCUMENTATION OF SEGREGATION CHECKS

Segregation rounds shall be documented on door cards, logs and/or rounds forms, and include the following:

(a) Date and time of contact

(b) Signature or initials of the qualified health care professional making rounds

(c) Any needed referrals

(d) All significant findings and observations, medical assessment, treatment, recommendations, notifications and actions should be documented in the inmate's health record

601.9 LOG PROCEDURES

All management, program staff and qualified health care professional visits shall be documented on the appropriate records and logs and retained in accordance with established records retention schedules.

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Handwritten logs should be completed in ink. Once an entry is made it should not be modified. If corrections or changes are needed they should be done by way of a supplemental entry.

Electronically captured logs will be maintained in a way that prevents entries from being deleted or modified once they are entered. Corrections or changes must be done by way of supplemental entries. At a minimum the log will contain the following:

- Inmate name
- Inmate identification number
- Housing location
- Classification status
- Date admitted
- Date and time of entry and exit from the cell
- Type of infraction or reason for admission
- Tentative release date
- Any special medical or psychiatric problems or needs
- Counseling for behavior

Log entries should be legible, entered promptly and provide sufficient detail to adequately reflect the events of the day for future reference.

The date and time of the observation or incident and the name and identification number of the staff member making the log entry shall be included on each entry.

Sergeants should review the logs frequently during the shift and enter comments as appropriate. At minimum, Sergeants should enter the date and time of each review.

All safety checks will be documented in detail and should include the exact time of the safety check and the identification information of the employee conducting the check. All documentation will be gathered and provided to the Sergeant or Superintendent at midnight each day.

601.9.1 LOG INSPECTION AND ARCHIVAL OF LOGS

The Sergeant shall review and evaluate the logs and pass any significant incidents via the chain of command to the Superintendent for review.

The logs will be retained by the Department in accordance with established records retention schedules but in no case less than one year.

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Inmate Access to Courts and Counsel

603.1 PURPOSE AND SCOPE

The purpose of this policy is to protect the constitutional rights of inmates to access the courts and legal counsel, while holding inmates accountable to the rules and regulations that govern conduct in this facility.

603.2 POLICY

It is the policy of this department that all inmates will have access to the courts and the ability to consult with legal counsel.

603.3 INMATE ACCESS

Staff should not unreasonably interfere with inmates' attempts to seek counsel and where appropriate should assist inmates with making confidential contact with attorneys and authorized representatives.

Access to courts and legal counsel may occur through court-appointed counsel, attorney or legal assistant visits, telephone conversations or written communication. To facilitate access, this facility will minimally provide:

- Confidential attorney visiting areas that include the means by which the attorney and the inmate can share legal documents.
- Telephones that enable confidential attorney-client calls.
- Reasonable access to legal materials.
- A means of providing assistance through the court process by individuals trained in the law. This assistance will be available to illiterate inmates and those who cannot speak or read English or who have disabilities that would impair their ability to access.
- Writing materials, envelopes and postage for indigent inmates for legal communications and correspondence.

The Superintendent shall be responsible for ensuring that information regarding access to courts and legal counsel and requesting legal materials or legal assistance is included in the inmate handbook that is provided during inmate orientation.

603.4 CONFIDENTIALITY

All communication between inmates and their attorneys is confidential, including telephone conversations, written communication, and video conferencing. The content of written attorney-client communication will not be reviewed or censored, but the documents may be inspected for contraband.

Outgoing and incoming legal correspondence shall be routed through staff, who have received special training in inspecting confidential documents and who are accountable for maintaining confidentiality. Incoming legal correspondence shall be opened in the presence of the recipient

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inmate. All inspections shall be completed in the presence of the inmate. Legal correspondence should not be digitally scanned, stored, or delivered electronically.

Inmates may seek the assistance of other inmates in writing writs and other legal correspondence to the courts when needed, subject to the security and safety needs of the inmates, staff, and the facility.

603.5 INMATE REQUEST FOR ASSISTANCE

Written materials addressing how an inmate can access local attorneys and key legal documents shall be available in each housing unit. Staff shall provide these materials to any inmate upon request. However, staff shall not provide legal advice or assist any inmate in the completion of any legal document.

Habeas corpus forms shall be made available to any inmate by the staff upon request.

Legal forms filled out by the inmate shall be forwarded to court administration directly or via an appointed legal assistant.

603.6 VISITATION RELATED TO LEGAL DEFENSE

Visits with inmates that are related to legal defense, including attorneys, paralegals, and investigators, will be permitted only in the areas designated for legal visitation or by way of video visitation to ensure confidentiality. Contact visits may be approved by the Superintendent for special circumstances.

(a) Visits shall be of a reasonable length of time to discourage any allegation that the defense of the inmate was hindered due to the length of time allowed for the legally authorized visit. These visits shall be of such a length of time that they do not interfere with the security, order, and discipline of this facility. The permissible time for visitation should be flexible but shall not substantially interfere with other facility schedules, such as medical examinations, meal service or other required activities.

(b) Only materials brought to this facility by an approved legal assistant shall be allowed.

(c) All materials shall be subject to security inspections by the staff and shall be routed through the Sergeant for logging and distribution.

603.7 IN PROPRIA PERSONA (PRO SE) INMATES

Inmates may be granted pro se status by court order only. Any time a court order is received designating an inmate as having been granted pro se status, all relevant records systems at the facility shall be updated to reflect this information. A copy of the court order shall be maintained in the inmate's file in accordance with established records retention schedules.

The court may, but is not required to, appoint to an inmate who is designated pro se a back-up attorney, paralegal, or other person to assist the inmate with legal research. All information related to appointed assistants should be recorded in the relevant facility records.

Any provision of legal materials shall be in accordance with court directives and in consultation with the County Attorney.

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603.7.1 PRO SE STATUS MISUSE

Any inmate who is granted pro se status and is found to be misusing or abusing that status to the extent that it poses a demonstrable threat to the safety and security of the facility shall be immediately reported to the Superintendent. The Superintendent may recommend the suspension or a limitation of the inmate's pro se privileges if they adversely affect the safety and security of the jail.

Upon the concurrence with the findings and recommendation of the Superintendent, the Superintendent or the authorized designee shall consult with the department's legal counsel prior to notifying the court of any intent to limit the described pro se privileges.

The inmate may petition the court if the inmate is dissatisfied with the action taken.

603.7.2 PRO SE STATUS - MATERIALS AND SUPPLIES

The facility may provide the following materials and supplies to a pro se inmate. These items may be retained by the inmate but must be kept in the container supplied for such purpose. The items may include the following:

- Up to one-half of a ream of 8½-inch x 11-inch plain bond typing paper
- Up to three ruled legal notepads
- Standard legal-size envelopes
- One ink pen
- One legal size accordion file
- 9-inch x 12-inch manila envelopes and 10-inch x 14-inch manila envelopes

Unless otherwise ordered by the court, the Department shall have no obligation to supply materials beyond those listed above. Replacement of any of the listed items shall be accomplished through a written request to the Sergeant or the authorized designee. Supplies provided by a court legal liaison will be received and distributed by the Sergeant or the authorized designee. All supplies distributed to the inmate will be recorded in the inmate’s pro se activities record. Supplies not listed in this policy are subject to approval by the Superintendent or the authorized designee.

Copies of an inmate’s final legal (criminal case) work product, upon the inmate’s request, may be provided subject to arrangements with the court.

Inmates may purchase their own legal books and materials. However, such materials will be subject to safety inspection and rules pertaining to items permitted to be in the inmate’s possession. Personal books must be marked with the inmate’s name and booking number.

Any books or materials found in the inmate’s possession beyond what is authorized will be returned or placed in the inmate’s property.

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603.7.3 PRO SE INMATES INTERVIEWING WITNESSES

A pro se inmate may be permitted to interview prospective witnesses in the regular visitation area. Requests for visits outside of normal visiting hours will be directed to a supervisor for approval and should be accommodated when practicable.

Interviews conducted by pro se inmates are subject to the following rules and restrictions:

(a) No interview will be permitted without notification from a judge confirming or validating the prospective witness. The pro se inmate is responsible for providing the judge with the list of prospective witnesses for validation.

(b) No visit shall be permitted by a prospective witness who is in the custody of this department or otherwise detained by a government agency, except upon a specific court order.

603.7.4 PRO SE INMATES TELEPHONE USAGE

Pro se inmates may use the telephones in their housing areas to place calls concerning their cases. Court-authorized pro se telephone calls shall not be monitored and shall be provided without charge to the inmate in accordance with the orders of the court (see the Inmate Telephone Access Policy).

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Foreign Nationals and Diplomats

604.1 PURPOSE AND SCOPE

This policy addresses the privileges and immunities afforded to members of foreign diplomatic missions and consular posts.

This policy also addresses the legal requirements related to immigration and consular notifications that should occur when a foreign national is in custody.

Inmate access to a consular officer is addressed in the Inmate Telephone Access and Inmate Visitation policies.

604.2 POLICY

The Ferry County Sheriff's Office Jail will treat foreign diplomatic and consular personnel with due regard for the privileges and immunities to which they are entitled under international law. The Department will investigate all claims of immunity and accept custody of the person when appropriate.

The Ferry County Sheriff's Office Jail will also honor the laws related to foreign nationals in custody by making proper consular notifications and by assisting those who wish to contact their consular representative.

The Ferry County Sheriff's Office Jail will notify United States immigration officials when any foreign national is committed to the custody of the jail.

604.3 DIPLOMATIC AND CONSULAR IMMUNITY

Contacts

Department of State or 202-647-6575

UN - 202-949-0444

See attachment: Consular Notification.PDF

604.3.1 AVAILABILITY OF RESOURCES

The Sergeant will ensure that current contact information for the U.S. Department of State and the U.S. Mission to the United Nations is readily available for department members who need to verify a claim of diplomatic or consular immunity. Relevant material for law enforcement published by the U.S. Department of State Bureau of Diplomatic Security should be readily available as well.

604.3.2 ADDRESSING CLAIMS OF DIPLOMATIC OR CONSULAR IMMUNITY

When an arrestee who claims diplomatic or consular immunity is brought to the Ferry County Sheriff's Office Jail the receiving Correctional Deputy shall first inform the Sergeant and then generally proceed as follows:

(a) Do not accept custody of the person from the transporting officer. The person should not be brought inside the Ferry County Sheriff's Office Jail unless doing so would facilitate the investigation of their claim of immunity.

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(b) Do not handcuff the person, or, if handcuffs have been applied, remove them unless there is an articulable threat that would justify their use.

(c) If the person has already been accepted into custody, inform the person that they will be detained until their identity and immunity can be confirmed. Attempt to obtain a U.S. Department of State-issued identification card or other identification or documents that may relate to the claimed immunity.

(d) In all cases, verify the status and level of immunity by contacting the U.S. Department of State or the U.S. Mission to the United Nations, as appropriate.

It will be the responsibility of the Sergeant to communicate the claim of immunity to the on-duty supervisor of the arresting agency (if not the Ferry County Sheriff's Office).

The Sergeant may assist another agency in determining the person's immunity status. The Sergeant is responsible for ensuring appropriate action is taken based upon information received regarding the person's immunity status.

604.3.3 REPORTING

If the person’s immunity status has been verified, the Sergeant should ensure a report is prepared describing the details and circumstances of any detention or custody. A copy of the report should be faxed or mailed as soon as possible to the U.S. Department of State in Washington, D.C. or to the U.S. Mission to the United Nations in New York in cases involving a member of the United Nations community.

604.4 CONSULAR NOTIFICATIONS

604.4.1 CONSULAR NOTIFICATION LIST AND CONTACTS

The Superintendent will ensure that the U.S. Department of State's list of countries and jurisdictions that require mandatory notification is readily available to department members. There should also be a published list of foreign embassy and consulate telephone and fax numbers, as well as standardized notification forms that can be faxed and then retained for the record. Prominently displayed placards informing inmates of rights related to consular notification should also be posted.

604.4.2 CONSULAR NOTIFICATION ON BOOKING

Members shall not inquire about any individual's immigration or citizenship status or place of birth unless the information is directly connected to an investigation into a violation of state or local law (RCW 10.93.160). For further guidance on immigration-related issues, see the Immigration Considerations Policy.

Department members assigned to book inmates shall:

(a) Inform the foreign national, without delay, that he/she may have his/her consular officers notified of the arrest or detention and may communicate with them. Members shall ensure this notification is acknowledged and documented.

(b) Determine whether the foreign national's country is on the U.S. Department of State's mandatory notification list.

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(c) If the foreign national's country is not on the list for mandatory notification but the foreign national requests that his/her consular officers be notified, then:

1. Notify the nearest embassy or consulate of the foreign national's country of the person's arrest or detention by faxing the appropriate notification form. If no fax confirmation is received, a telephonic notification should be made and documented.
2. Forward any communication from the foreign national to his/her consular officers without delay.

(d) If the foreign national's country is on the list for mandatory notification, then:

1. Notify the nearest embassy or consulate of the foreign national's country, without delay, of the person's arrest or detention by faxing the appropriate notification form. If no fax confirmation is received, a telephonic notification should be made and documented.
2. Tell the foreign national that this notification has been made and inform him/her without delay that he/she may communicate with his/her consular officers.
3. Forward any communication from the foreign national to his/her consular officers without delay.
4. Document all notifications to the embassy or consulate and retain the faxed notification and any fax confirmation for the inmate's file.

Members should never discuss anything with consulate personnel beyond the required notifications, such as whether the inmate is requesting asylum. Requests for asylum should be forwarded to the Sergeant.

604.4.3 NOTICE TO INMATES

To ensure compliance with all treaty obligations including consular notification, and state and federal law, written notice shall be given to an inmate explaining that the inmate has the right to refuse to disclose their nationality, immigration, or citizenship status and that disclosure may result in civil or criminal immigration enforcement, including removal from the United States (RCW 10.93.160).

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Inmate Rights - Protection from Abuse

605.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines to ensure that inmates are afforded a safe, healthful environment free from abuse, corporal punishment or harassment, and that inmate property is protected.

605.2 POLICY

It is the policy of this department to make every reasonable effort to protect inmates from personal abuse, corporal punishment, personal injury, disease, property damage and harassment by other inmates or staff. Staff shall take reasonable actions to safeguard vulnerable inmates from others and shall use the classification policies and procedures to make housing decisions that will provide for inmate safety. Abuse of inmates by staff or other inmates will not be tolerated.

Inmate handbook is available to all inmates on Kiosks located in each dayroom. If inmate has any difficulties reading or understanding inmate handbook, they will ask a staff member for assistance. Staff will provide assistance to all inmates who request.

605.3 RESPONSIBILITY

It shall be the responsibility of all facility staff to adhere to policies, procedures and practices, and to make every reasonable effort to prevent inmate injury, harassment and abuse, to prevent theft or damage to inmate property and to eliminate conditions that promote disease. These procedures include, but are not limited to:

- Following the classification guidelines for inmate housing.
- Closely supervising inmate activities and interceding as needed to prevent violence, harassment or abuse of inmates.
- Using force only when necessary and to the degree that is reasonable.
- Reporting all inmate injuries, investigating the cause of reported injuries and documenting these efforts in an incident report.
- Enforcing all rules and regulations in a fair and consistent manner.
- Preventing any practice of inmates conducting kangaroo courts or dispensing discipline toward any other inmate.
- Conducting required safety checks of all inmate housing areas.
- Checking all safety equipment for serviceability and making a report of any defective equipment to the appropriate supervisor or Superintendent.
- Referring sick or injured inmates to a qualified health care professional without unnecessary delay.
- Maintaining high standards of cleanliness throughout the jail.
- Documenting all abuse protection efforts in facility logs and incident reports as applicable.

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605.4 TRAINING

The Training Officer shall be responsible for developing and delivering a training curriculum on the topic of protecting inmates from abuse to all staff. A roster of attendees shall be maintained from each class. Training completion documents shall be filed in each employee’s training file.

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Prison Rape Elimination Act

606.1 PURPOSE AND SCOPE

This policy provides guidance for compliance with the Prison Rape Elimination Act of 2003 (PREA) and the implementing regulation that establishes standards (PREA Rule) to prevent, detect and respond to sexual abuse and sexual harassment (28 CFR 115.11).

606.1.1 DEFINITIONS

Definitions related to this policy include:

Intersex - A person whose sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female. Intersex medical conditions are sometimes referred to as disorders of sex development.

Sexual abuse - Any of the following acts, if the inmate does not consent, is coerced into such act by overt or implied threats of violence or is unable to consent or refuse:

(a) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight

(b) Contact between the mouth and the penis, vulva or anus

(c) Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object or other instrument

(d) Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh or the buttocks of another person, excluding contact incidental to a physical altercation (28 CFR 115.6)

Sexual abuse also includes abuse by a staff member, contractor or volunteer as follows, with or without consent of the inmate, detainee or resident:

- Contact between the penis and the vulva or the penis and the anus, including penetration, however slight
- Contact between the mouth and the penis, vulva or anus
- Contact between the mouth and any body part where the staff member, contractor or volunteer has the intent to abuse, arouse or gratify sexual desire
- Penetration of the anal or genital opening, however slight, by a hand, finger, object or other instrument, that is unrelated to official duties, or where the staff member, contractor or volunteer has the intent to abuse, arouse or gratify sexual desire
- Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh or the buttocks, that is unrelated to official duties, or where the staff member, contractor or volunteer has the intent to abuse, arouse or gratify sexual desire

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- Any attempt, threat or request by a staff member, contractor or volunteer to engage in the activities described above
- Any display by a staff member, contractor or volunteer of his/her uncovered genitalia, buttocks or breast in the presence of an inmate, detainee or resident
- Voyeurism by a staff member, contractor or volunteer (28 CFR 115.6)

Sexual harassment - Repeated and unwelcome sexual advances; requests for sexual favors; verbal comments, gestures or actions of a derogatory or offensive sexual nature by one inmate, detainee or resident that are directed toward another; repeated verbal comments or gestures of a sexual nature to an inmate, detainee or resident by a staff member, contractor or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures (28 CFR 115.6).

Transgender - A person whose gender identity (i.e., internal sense of feeling male or female) is different from the person’s assigned sex at birth.

606.2 POLICY

This department has zero tolerance with regard to sexual abuse and sexual harassment in this facility. This department will take appropriate affirmative measures to protect all inmates from sexual abuse and harassment, and promptly and thoroughly investigate all allegations of sexual abuse and sexual harassment.

606.3 PRESERVATION OF ABILITY TO PROTECT INMATES

The Department shall not enter into or renew any collective bargaining agreement or other agreement that limits the department's ability to remove alleged staff sexual abusers from contact with any inmates pending the outcome of an investigation or of a determination of whether and to what extent discipline is warranted (28 CFR 115.66).

606.4 PREA COORDINATOR

The Superintendent shall appoint an upper-level manager with sufficient time and authority to develop, implement, and oversee department efforts to comply with PREA standards. The PREA coordinator shall review facility policies and practices and make appropriate compliance recommendations to the Superintendent (28 CFR 115.11).

The PREA coordinator’s responsibilities shall include:

(a) Developing a written plan to coordinate response among staff first responders, medical and mental health practitioners, investigators, and facility management to an incident of sexual abuse. The plan must also outline the department's approach to identifying imminent sexual abuse toward inmates and preventing and detecting such incidents (28 CFR 115.11; 28 CFR 115.65; 28 CFR 115.62).

(b) Ensuring that within 30 days of intake, inmates are provided with comprehensive education, either in person or through video, regarding their rights to be free from sexual abuse and sexual harassment and to be free from retaliation for reporting such

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incidents, and regarding the department's policies and procedures for responding to such incidents (28 CFR 115.33).

(c) Developing a staffing plan to provide adequate levels of staffing and video monitoring, where applicable, in order to protect detainees from sexual abuse. This includes documenting deviations and the reasons for deviations from the staffing plan, as well as reviewing the staffing plan a minimum of once per year. In calculating adequate staffing levels and determining the need for video monitoring, facilities shall take into consideration (28 CFR 115.13):

1. Generally accepted detention and correctional practices.
2. Any judicial findings of inadequacy.
3. Any findings of inadequacy from federal investigative agencies.
4. Any findings of inadequacy from internal or external oversight bodies.
5. All components of the facility's physical plant, including blind spots or areas where staff or inmates may be isolated.
6. The composition of the inmate population.
7. The number and placement of supervisory staff.
8. Institution programs occurring on a particular shift.
9. Any applicable state or local laws, regulations, or standards.
10. The prevalence of substantiated and unsubstantiated incidents of sexual abuse.
11. Any other relevant factors.

(d) Ensuring that, when designing, acquiring, expanding or modifying facilities, or when installing or updating a video-monitoring system, electronic surveillance system, or other monitoring technology, consideration is given to the department’s ability to protect inmates from sexual abuse (28 CFR 115.18).

(e) Ensuring that any contract for the confinement of Ferry County Sheriff's Office detainees or inmates includes the requirement to adopt and comply with the PREA standards including obtaining incident-based and aggregated data, as required in 28 CFR 115.187. Any new contract or contract renewal shall provide for department contract monitoring to ensure that the contractor is complying with the PREA standards (28 CFR 115.12).

(f) Making reasonable efforts to enter into agreements with community service providers to provide inmates with confidential, emotional support services related to sexual abuse. The facility shall provide inmates with access to outside victim advocates for emotional support services related to sexual abuse by giving inmates mailing addresses and telephone numbers, including toll-free hotline numbers where available, of local, state, or national victim advocacy or rape crisis organizations. The facility shall enable reasonable communication between inmates and these organizations and agencies in as confidential a manner as possible. The facility shall inform inmates, prior to giving them access, of the extent to which such communications will be monitored and the extent to which reports of abuse will

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be forwarded to authorities in accordance with mandatory reporting laws (28 CFR 115.53).

(g) Ensuring the protocol describing the responsibilities of the Department and of another investigating agency, if another law enforcement agency will be responsible for conducting any sexual abuse or sexual harassment investigations, is published on the facility website or by other means, if no website exists (28 CFR 115.22).

(h) Implementing a process by which inmates may report sexual abuse and sexual harassment to a public/private entity or an office that is not part of the Department and that the outside entity or office is able to receive and immediately forward inmate reports of sexual abuse and sexual harassment to the Superintendent, allowing the inmate anonymity (28 CFR 115.51).

(i) Establishing a process to ensure accurate, uniform data is collected for every allegation of sexual abuse at facilities under the direct control of this department, using a standardized instrument and set of definitions. Upon request, the Department shall provide all such data from the previous calendar year to the U.S. Department of Justice (DOJ) no later than June 30 (28 CFR 115.87).

  (a) The data collected shall include, at a minimum, the data necessary to answer all questions from the most recent version of the Survey of Sexual Violence conducted by the U.S. DOJ.

  (b) The data shall be aggregated at least annually.

(j) Establishing a process to monitor the conduct and treatment of detainees or staff who have reported sexual abuse and the conduct and treatment of detainees who were reported to have suffered sexual abuse.

(k) Ensuring that the following are published on the department website or by other means, if no website exists:

  1. Department policy governing investigations of allegations of sexual abuse and sexual harassment or the referral of such investigations of sexual abuse or sexual harassment (unless the allegation does not involve potentially criminal behavior) (28 CFR 115.22)

  2. Information on how to report sexual abuse and sexual harassment on behalf of an inmate (28 CFR 115.54)

(l) Ensuring audits are conducted pursuant to 28 CFR 115.401 through 28 CFR 115.405 (28 CFR 115.93).

(m) Implementing a protocol requiring mid-level or higher-level supervisors to conduct and document unannounced inspections to identify and deter sexual abuse and sexual harassment. The protocol shall prohibit announcing when such inspections are to occur, unless it is necessary for operational considerations (28 CFR 115.13).

(n) Ensuring agreements with outside investigating agencies include PREA requirements, including a requirement to keep the Ferry County Sheriff's Office informed of the progress of the investigation (28 CFR 115.71).

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(o) Ensuring the Department conducts follow-up criminal background records checks at least once every five years on members or contractors who may have contact with inmates or has in place a system for otherwise capturing such information (28 CFR 115.17).

606.5 REPORTING SEXUAL ABUSE, HARASSMENT AND RETALIATION

Any employee, agency representative, volunteer or contractor who becomes aware of an incident of sexual abuse, sexual harassment or retaliation against inmates or staff shall immediately notify a Sergeant, who will forward the matter to a sexual abuse investigator (28 CFR 115.61). Staff may also privately report sexual abuse and sexual harassment of inmates (e.g., report to the Superintendent) (28 CFR 115.51).

The facility shall provide information to all visitors or third parties on how they may report any incident, or suspected incident, of sexual abuse or sexual harassment to a staff member (28 CFR 115.54).

Inmates may report sexual abuse or sexual harassment incidents anonymously or to any staff member they choose. Staff shall accommodate all inmate requests to report allegations of sexual abuse or harassment. Staff shall accept reports made verbally, in writing, anonymously or from third parties and shall promptly document all verbal reports (28 CFR 115.51).

Threats or allegations of sexual abuse and sexual harassment, regardless of the source, shall be documented and referred for investigation. Sexual abuse and sexual harassment reports shall only be made available to those who have a legitimate need to know, and in accordance with this policy and applicable law (28 CFR 115.61).

606.5.1 REPORTING TO OTHER FACILITIES

If there is an allegation that an inmate was sexually abused while he/she was confined at another facility, the Superintendent shall notify the head of that facility as soon as possible but not later than 72 hours after receiving the allegation. The Superintendent shall ensure that the notification has been documented (28 CFR 115.63).

606.6 RETALIATION

All inmates and staff who report sexual abuse or sexual harassment, or who cooperate with sexual abuse or sexual harassment investigations, shall be protected from retaliation.

Protective measures, including housing changes, transfers, removal of alleged abusers from contact with victims, administrative reassignment or reassignment of the victim or alleged perpetrator to another housing area, and support services for inmates or staff who fear retaliation shall be utilized (28 CFR 115.67).

The Superintendent or the authorized designee shall assign a supervisor to monitor, for at least 90 days, the conduct and treatment of inmates or staff who report sexual abuse or sexual harassment, as well as inmates who were reported to have suffered sexual abuse, to determine if there is any possible retaliation. The supervisor shall act promptly to remedy any such retaliation. The assigned supervisor should consider inmate disciplinary reports, housing or program changes, negative

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staff performance reviews or reassignment of staff members. Monitoring may continue beyond 90 days if needed. Inmate monitoring shall also include periodic status checks. The Superintendent should take reasonable steps to limit the number of people with access to the names of individuals being monitored and should make reasonable efforts to ensure that staff members who pose a threat of retaliation are not entrusted with monitoring responsibilities.

If any other individual who cooperates with an investigation expresses a fear of retaliation, the facility shall take reasonable measures to protect that individual against retaliation (28 CFR 115.67).

606.7 FIRST RESPONDERS

If an allegation of inmate sexual abuse is made, the first Correctional Deputy to respond shall (28 CFR 115.64):

(a) Separate the parties.

(b) Request medical assistance as appropriate. If no qualified health care or mental health professionals are on-duty when a report of recent abuse is made, staff first responders shall take preliminary steps to protect the victim and shall immediately notify the appropriate qualified health care and mental health professionals (28 CFR 115.82).

(c) Establish a crime scene to preserve and protect any evidence. Identify and secure witnesses until steps can be taken to collect any evidence.

(d) If the time period allows for collection of physical evidence, request that the alleged victim, and ensure that the alleged abuser, do not take any actions that could destroy physical evidence (e.g., washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking, eating).

(e) Consider whether a change in classification or housing assignment for the victim is needed or whether witnesses to the incident need protection, both of which may include reassignment of housing.

(f) Determine whether the alleged perpetrator should be administratively segregated or administratively transferred during the investigation.

If the first responder is not a correctional deputy, the responder shall request the alleged victim to refrain from any actions that could destroy physical evidence and then immediately notify a correctional deputy.

Should an investigation involve inmates who have disabilities or who have limited English proficiency, the first responder shall not rely on inmate interpreters, inmate readers or other types of inmate assistants, except in limited circumstances where an extended delay in obtaining an interpreter could compromise inmate safety, the performance of first responder duties or the investigation of sexual abuse or sexual harassment allegations (28 CFR 115.16).

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606.8 SEXUAL ABUSE VICTIMS

Inmates who are victims of sexual abuse shall be transported to the nearest appropriate location for treatment of injuries and collection of evidence, and for crisis intervention services (28 CFR 115.82). Depending on the severity of the injuries, transportation may occur by a staff member or by ambulance, in either case with appropriate security to protect the staff, the inmate, and the public, and to prevent escape.

A victim advocate from a rape crisis center should be made available to the victim. If a rape crisis center is not available, the Department shall make available a qualified member of a community-based organization, or a qualified health care or mental health professional from the Department, to provide victim advocate services. Efforts to secure services from a rape crisis center shall be documented. A rape crisis center refers to an entity that provides intervention and related assistance, such as the services specified in 34 USC § 12511, to sexual assault victims of all ages. A rape crisis center that is part of a government unit may be used if it is not part of the criminal justice system (such as a law enforcement agency) and it offers a level of confidentiality comparable to the level at a nongovernmental entity that provides similar victim services (28 CFR 115.21).

606.9 EXAMINATION, TESTING AND TREATMENT

Examination, testing and treatment shall include the following:

(a) Forensic medical examinations shall be performed as evidentiarily or medically appropriate, without financial cost to the victim. Where possible, these examinations shall be performed by Sexual Assault Forensic Examiners (SAFEs) or Sexual Assault Nurse Examiners (SANE)s. If neither SAFEs nor SANEs are available, other qualified medical practitioners can perform the examination. The Department shall document its efforts to provide SAFEs or SANEs (28 CFR 115.21).

(b) If requested by the victim, a victim advocate, a qualified department staff member or a qualified community organization staff member shall accompany the victim through the forensic medical examination process and investigatory interviews. That person will provide emotional support, crisis intervention, information and referrals (28 CFR 115.21).

(c) Provisions shall be made for testing the victim for sexually transmitted diseases (28 CFR 115.82).

(d) Counseling for the treatment of sexually transmitted diseases, if appropriate, shall be provided.

(e) Victims shall be offered information about, and given access to, emergency contraception, prophylaxis for sexually transmitted infections and follow-up treatment for sexually transmitted diseases (28 CFR 115.82; 28 CFR 115.83). This shall be done in a timely manner.

(f) Victims of sexually abusive vaginal penetration while incarcerated shall be offered pregnancy tests. If pregnancy results from the abuse, such victims shall receive comprehensive information about, and access to, all lawful pregnancy-related medical services (28 CFR 115.83). This shall be done in a timely manner.

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(g) Victims shall be provided with follow-up services, treatment plans and, when necessary, referrals for continued care following their transfer to, or placement in, other facilities or their release from custody (28 CFR 115.83).

(h) Treatment services shall be provided to the victim without financial cost and regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident (28 CFR 115.82; 28 CFR 115.83).

(i) The health authority or mental health staff shall obtain informed consent from inmates before reporting information to jail staff about prior sexual victimization that occurred somewhere other than an institutional setting, unless the inmate is under the age of 18 (28 CFR 115.81).

(j) Medical and mental health practitioners shall ensure that information related to sexual victimization that occurred in an institutional setting is limited to medical and mental health practitioners and other staff unless it is necessary to inform jail staff about security or management decisions (28 CFR 115.81).

606.10 SEXUAL ABUSE AND SEXUAL HARASSMENT INVESTIGATIONS

An administrative investigation, criminal investigation or both shall be completed for all allegations of sexual abuse and sexual harassment (28 CFR 115.22). Administrative investigations shall include an effort to determine whether the staff's actions or inaction contributed to the abuse. All administrative and/or criminal investigations shall be documented in written reports that include a description of the physical and testimonial evidence, the reasoning behind credibility assessments, and investigative facts and findings. Only investigators who have completed department-approved training on sexual abuse and sexual harassment investigation shall be assigned to investigate these cases (28 CFR 115.71).

When practicable, an investigator of the same sex as the victim should be assigned to the case. Sexual abuse and sexual harassment investigations should be conducted promptly and continuously until completed. Investigators should evaluate reports or threats of sexual abuse and sexual harassment without regard to an inmate's sexual orientation, sex or gender identity. Investigators should not assume that any sexual activity among inmates is consensual.

The departure of the alleged abuser or victim from the employment or control of the jail or Department shall not provide a basis for terminating an investigation (28 CFR 115.71).

If the investigation is referred to another agency for investigation, the Department shall request that the investigating agency follow the requirements as provided in 28 CFR 115.21 (a) through (e). The referral shall be documented. The Department shall cooperate with the outside agency investigation and shall request to be informed about the progress of the investigation (28 CFR 115.71). If criminal acts are identified as a result of the investigation, the case shall be presented to the appropriate prosecutor's office for filing of new charges (28 CFR 115.71).

Evidence collection shall be based on a uniform evidence protocol that is developmentally appropriate for youth, if applicable, and adapted from or otherwise based on the most recent edition of the DOJ's Office on Violence Against Women publication, ''A National Protocol for

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Sexual Assault Medical Forensic Examinations, Adults/Adolescents,'' or similarly comprehensive and authoritative protocols developed after 2011 (28 CFR 115.21).

Inmates alleging sexual abuse shall not be required to submit to a polygraph examination or other truth-telling device as a condition for proceeding with an investigation (28 CFR 115.71).

If a victim is under 18 or considered a vulnerable adult under state law, the assigned investigator shall report the allegation to the designated social services agency as required (28 CFR 115.61).

606.10.1 INVESTIGATIVE FINDINGS

All completed written investigations shall be forwarded to the Superintendent or if the allegations may reasonably involve the Superintendent, to the County Executive. The Superintendent or Superintendent shall review the investigation and determine whether any allegations of sexual abuse or sexual harassment have been substantiated by a preponderance of the evidence (28 CFR 115.71; 28 CFR 115.72).

The staff shall be subject to disciplinary sanctions, up to and including termination, for violating this policy. Termination shall be the presumptive disciplinary sanction for staff members who have engaged in sexual abuse. All discipline shall be commensurate with the nature and circumstances of the acts committed, the staff member's disciplinary history, and the sanctions imposed for comparable offenses by other staff with similar histories.

All terminations for violations of sexual abuse or sexual harassment policies, or resignations by staff who would have been terminated if not for their resignation, shall be reported to the law enforcement agency that would handle any related investigation and to any relevant licensing bodies (28 CFR 115.76).

606.10.2 REPORTING TO INMATES

The Superintendent or the authorized designee shall inform a victim inmate in writing whether an allegation has been substantiated, unsubstantiated or unfounded. If the Department did not conduct the investigation, the Department shall request relevant information from the investigative agency in order to inform the inmate.

If a staff member is the accused (unless the Department has determined that the allegation is unfounded), the inmate shall also be informed whenever:

(a) The staff member is no longer assigned to the inmate's unit or employed at the facility.

(b) The Department learns that the staff member has been indicted or convicted on a charge related to sexual abuse within the facility.

If another inmate is the accused, the alleged victim shall be notified whenever the Department learns that the alleged abuser has been indicted or convicted on a charge related to sexual abuse within the facility.

All notifications or attempted notifications shall be documented. When notification is made while the inmate is in custody, the inmate will sign a copy of the notification letter. The letter will be added to the case file (28 CFR 115.73).

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606.11 SEXUAL ABUSE AND SEXUAL HARASSMENT BETWEEN STAFF AND INMATES

Sexual abuse and sexual harassment between staff, volunteers or contract personnel and inmates is strictly prohibited. The fact that an inmate may have initiated a relationship or sexual contact is not a defense to violating this policy.

Any incident involving allegations of staff-on-inmate sexual abuse or sexual harassment shall be referred to the Sheriff's Office for investigation.

606.11.1 SEXUAL ABUSE BY CONTRACTOR OR VOLUNTEER

Any contractor or volunteer who engages in sexual abuse within the facility shall be immediately prohibited from having any contact with inmates. He/she shall be promptly reported to the law enforcement agency that would investigate such allegations and brought to the attention of any relevant licensing bodies (28 CFR 115.77).

606.12 PROTECTIVE CUSTODY

Inmates at high risk for sexual victimization shall not be placed in involuntary protective custody unless an assessment of available alternatives has been made and it has been determined that there is no reasonably available alternative means of separation. Inmates may be held in involuntary protective custody for less than 24 hours while an assessment is completed.

If an involuntary protective custody assignment is made because of a high risk for victimization, the Superintendent shall clearly document the basis for the concern for the inmate's safety and the reasons why no alternative means of separation can be arranged (28 CFR 115.43).

The facility shall assign these inmates to involuntary protective custody only until an alternative means of separation from likely abusers can be arranged, not ordinarily in excess of 30 days.

Inmates placed in temporary protective custody shall continue to have reasonable access to programs, privileges, education and work opportunities. If restrictions are put in place, the Superintendent shall document the following:

(a) The opportunities that have been limited

(b) The duration of the limitation

(c) The reasons for such limitations

Every 30 days, the Superintendent shall afford each such inmate a review to determine whether there is a continuing need for protective custody (28 CFR 115.43).

606.13 SEXUAL ABUSE INCIDENT REVIEW

An incident review shall be conducted at the conclusion of every sexual abuse investigation, unless the allegation has been determined to be unfounded (28 CFR 115.86). The review should occur within 30 days of the conclusion of the investigation.

The review team shall include upper-level management officials and seek input from line supervisors, investigators and qualified health care and or mental health professionals, as appropriate:

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(a) Consider whether the investigation indicates a need to change policy or practice in order to better prevent, detect or respond to sexual abuse.

(b) Consider whether the incident or allegation was motivated by race; ethnicity; gender identity; lesbian, gay, bisexual, transgender or intersex identification status or perceived status; by gang affiliation; or other group dynamics at the facility.

(c) Examine the area in the facility where the incident allegedly occurred to assess whether physical barriers may enable abuse.

(d) Assess the adequacy of staffing levels in the area during different shifts.

(e) Assess whether monitoring technology should be deployed or augmented to supplement supervision by staff.

(f) Prepare a written report of the team’s findings, including, but not limited to, determinations made pursuant to paragraphs (a)-(e) of this section, and any recommendations for improvement. The report should be submitted to the Superintendent and the PREA coordinator.

The Superintendent or the authorized designee shall implement the recommendations for improvement or document the reasons for not doing so.

606.14 DATA REVIEWS

This department shall conduct an annual review of collected and aggregated incident-based sexual abuse data. The purpose of these reviews is to assess and improve the effectiveness of sexual abuse prevention, detection and response policies, practices and training by:

(a) Identifying problem areas.

(b) Identifying corrective actions taken.

(c) Recommending corrective actions.

(d) Comparing current annual data and corrective actions with those from prior years.

(e) Assessing the department's progress in addressing sexual abuse.

The reports shall be approved by the Superintendent and made available through the department website. Material may be redacted from the reports when publication would present a clear and specific threat to the safety and security of the facility. However, the nature of the redacted material shall be indicated (28 CFR 115.88).

All aggregated sexual abuse data from Ferry County Sheriff's Office facilities and private facilities with which it contracts shall be made available to the public at least annually through the department website. Before making aggregated sexual abuse data publicly available, all personal identifiers shall be removed (28 CFR 115.89).

606.15 RECORDS

All case records and reports associated with a claim of sexual abuse and sexual harassment, including incident reports, investigative reports, offender information, case disposition, medical

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and counseling evaluation findings, and recommendations for post-release treatment or counseling, shall be retained in accordance with confidentiality laws.

The Department shall retain all written reports from administrative and criminal investigations pursuant to this policy for as long as the alleged abuser is held or employed by the Department, plus five years (28 CFR 115.71).

All other data collected pursuant to this policy shall be securely maintained for at least 10 years after the date of the initial collection, unless federal, state or local law requires otherwise (28 CFR 115.89).

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Grooming

608.1 PURPOSE AND SCOPE

The purpose of this policy is to allow inmates to have freedom in personal grooming, except when a legitimate government interest justifies the development of grooming standards that are based upon orders of the court, inmate classification, work status, safety and security, or health and hygiene.

608.2 POLICY

It is the policy of this facility to allow inmates freedom in personal grooming, except when a valid government interest justifies that grooming standards be established. The Superintendent or the authorized designee shall establish inmate grooming standards specific to inmate classification, work status, facility safety and security, or inmate health and hygiene. Any established standards should not unreasonably interfere with religious observances. Grooming standards should be identified in the inmate handbook.

608.3 HAIRCUTS

Inmates will be provided haircuts and hair-cutting tools subject to established facility rules. If hair length, style or condition presents a security or sanitation concern, haircuts may be mandatory. Inmates who significantly alter their appearance may be required to submit to additional booking photos.

Inmates shall not cut names, numbers or other designs into their hair. Inmates shall not manipulate their hair into any style, including, but not limited to, braids, ponytails, cornrows or twists, that could facilitate the concealment and movement of contraband and weapons.

608.3.1 HAIR CARE SERVICES

The Superintendent or the authorized designee shall establish written procedures for inmate hair care services. The procedures will include schedules for hair care services and allow rescheduling for conflicts, such as court appearances.

Inmates shall generally be permitted to receive hair care services once per month after being in custody for at least 30 days. Staff may suspend access to hair care services if an inmate appears to be a danger to him/herself or others or to the safety and security of the facility.

608.4 SHAVING

Inmates are allowed to shave twice a week on Tuesdays and Saturdays and must sign up for a razor the day before. Razors and shaving cream will be provided. All razors and shaving cream must be returned to staff immediately upon completion of shaving. If a razor is found to be altered or missing, the facility will be locked down until razor or missing part is found or turned in.

An inmate may be denied access to razors if he/she appears to be a danger to him/herself or others, or if such access may jeopardize the safety and security of the facility.

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Inmates may be restricted from significantly altering their appearance for reasons of identification in court.

608.5 NAILS

Nail clippers will be kept at the control station and will be issued to inmates upon request. Inmate workers are required to keep their nails clean and trimmed. Inmates with long nails may be required to trim their nails if there is a security concern and the inmate is admitted to general population.

608.6 GROOMING EQUIPMENT

Grooming equipment is to be inventoried and inspected by the staff prior to being issued to inmates.

608.7 SHOWERING

Inmates shall be permitted to shower upon assignment to a housing unit, at least every other day thereafter and more often if practicable.

608.8 PERSONAL CARE ITEMS

Inmates are expected to maintain their hygiene using approved personal care items. Personal care items, including disposable razors, toothbrushes, combs and soap, are available through the inmate commissary and will be charged to the inmate’s account.

Indigent inmates shall receive hygiene items necessary to maintain an appropriate level of personal hygiene.

No inmate will be denied the necessary personal care items. For sanitation and security reasons, personal care items shall not be shared.

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Inmate Nondiscrimination

609.1 PURPOSE AND SCOPE

The constitutional rights of inmates regarding discrimination are protected during incarceration. These protections extend to administrative decisions (e.g., classification, access to programs, availability of services). This policy is intended to guide the staff toward nondiscriminatory administrative decisions and to detail an inmate complaint and discrimination investigation process.

609.2 POLICY

All decisions concerning inmates housed at this facility shall be based on reasonable criteria that support the health, safety, security, and good order of the facility.

609.3 DISCRIMINATION PROHIBITED

Discriminating against an inmate based upon actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law is prohibited.

Reasonable and comparable opportunities for participation in services and programs including vocational, educational, and religious programs shall be made available to inmates in a nondiscriminatory manner.

The Superintendent should periodically conduct interviews with inmates and staff members to identify and resolve potential problem areas related to discrimination before they occur.

609.4 INMATES REPORTING DISCRIMINATION

Inmates who wish to report an allegation of discrimination may communicate with facility management in any way, including:

(a) Confidential correspondence addressed to the Superintendent or the Superintendent or other government official, including the courts or legal representatives.

(b) Verbally to any supervisor or other staff member of this facility.

609.4.1 HANDLING COMPLAINTS OF DISCRIMINATION

Staff shall promptly forward all written allegations of discrimination by inmates to the Sergeant. If the allegation is presented verbally, the receiving staff member shall prepare an incident report identifying the circumstances prompting the allegation, the individuals involved, and any other pertinent information that would be useful to investigating the allegation.

Unless the complaint submitted by the inmate is clearly identified as confidential and addressed to the Superintendent or other official, the Sergeant shall review the complaint and attempt to resolve the issue. In any case, the Sergeant shall document the circumstances of the allegation and what actions, if any, were taken to investigate or resolve the complaint. All reports of alleged

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discrimination shall be forwarded to the Superintendent for review and further investigation or administrative action as needed.

Administrative evaluations and response to allegations of discrimination shall be based upon objective criteria:

(a) The inmate's classification

(b) The inmate's criminal history

(c) Current and past behavior and disciplinary history

(d) Housing availability

(e) The availability of programs

(f) The ability to safely provide the requested services

609.5 DISCRIMINATION COMPLAINT AUDITS

The Superintendent should perform an annual audit of all inmate discrimination complaints to evaluate whether any policy or procedure changes or training are indicated. The Superintendent should record these findings in a confidential memorandum to the Superintendent. Specific details of complaints and identifying information, such as names of the involved persons, dates, or times, are not part of this process and should not be included in the memorandum. If the audit identifies any recommended changes or content that may warrant a critical revision to this Custody Manual, the Superintendent should promptly begin the revision.

Any training issues identified as a result of this audit should be forwarded to the Training Officer, who shall be responsible for ensuring all necessary and required training is scheduled and completed.

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Inmate Grievances

610.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process by which inmates may file grievances and receive a formal review regarding the conditions of their confinement.

610.2 POLICY

It is the policy of this department that any inmate may file a grievance relating to conditions of confinement, which includes release date, housing, medical care, food services, hygiene and sanitation needs, recreation opportunities, classification actions, disciplinary actions, program participation, telephone and mail use procedures, visiting procedures, and allegations of sexual abuse.

Grievances will not be accepted if they are challenging the rules and policies, state or local laws, court decisions, and probation/parole actions.

Retaliation for use of the grievance system is prohibited.

610.3 INMATE GRIEVANCE PROCEDURES

Members shall attempt to informally resolve all grievances at the lowest level. All attempts to resolve a grievance shall be documented in the inmate's file. If there is no resolution at this level, the inmate may request a grievance form.

The inmate should be advised to complete the form and return it to any member or submit it electronically. A grievance should be filed by an inmate within 14 days of the complaint or issue.

Inmates cannot file a grievance on behalf of another inmate, but an inmate may assist another inmate in the preparation of a grievance. Members may take reasonable steps to assist the inmate in the preparation of a grievance, if requested.

Upon receiving a completed inmate grievance form, the member shall acknowledge receipt of the grievance by signing the form and giving a copy to the inmate. The member receiving the form shall gather all associated paperwork and reports and immediately forward them to a supervisor.

610.3.1 EXCEPTION TO INITIAL GRIEVANCE FILING

Inmates may request to submit the grievance directly to a supervisor or mail it directly to the Superintendent if they reasonably believe the issues to be grieved are sensitive or that their safety would be in jeopardy if the contents of the grievance were to become known to other inmates.

Inmates with limited access to mail privileges, who are in segregation units or are indigent, may deposit their grievances in the locked grievance box within their housing unit or place their grievance in a sealed envelope labeled “Grievance” and deposit it in the regular mail boxes. These envelopes will be delivered directly to the Superintendent and not forwarded to the United States Postal Service.

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610.3.2 TIMELY RESOLUTION OF GRIEVANCES

Upon receiving a completed inmate grievance form, the Sergeant shall ensure that the grievance is investigated and resolved or denied in a timely manner, as established by the Superintendent. The Sergeant shall assign the investigation of the grievance to the manager in charge of the department the inmate is grieving.

Grievances related to medical care should be investigated by the Responsible Physician or the authorized designee. The findings of that investigation, along with any recommendations, shall be forwarded to the Sergeant. Appeals shall be forwarded to the Superintendent as the final level of appeal.

Grievances related to food matters should be investigated by the food services manager. The findings of that investigation, along with any recommendations, shall be forwarded to the Sergeant. Appeals shall be forwarded to the Superintendent as the final level of appeal.

Grievances related to censored or rejected mail should be investigated by a member who was not involved in the decision. The findings of that investigation, along with any recommendations, shall be forwarded to the Sergeant. Appeals shall be forwarded to the Superintendent as the final level of appeal.

Other grievances relating to programs or other services provided by the Department shall be investigated by a member with the assistance of the supervising employee in charge of those services. Findings relating to the investigation, along with any recommendations, will be forwarded to the Sergeant. Appeals shall be forwarded to the Superintendent as the final level of appeal.

610.3.3 APPEALS TO GRIEVANCE FINDINGS

Inmates may appeal the finding of a grievance to the Superintendent as the final level of appeal within five days of receiving the findings of the original grievance. The Superintendent will review the grievance and either confirm or deny it. If the Superintendent confirms the grievance, he/she will initiate corrective actions. In either case, the inmate shall receive a written response to the appeal.

Appeals related to sexual abuse allegations shall be confirmed or denied by the Superintendent within 10 calendar days.

610.3.4 RECORDING GRIEVANCES

The Superintendent should maintain a grievance log in a central location accessible to all supervisors. The supervisor who originally receives a grievance shall record the grievance along with its finding on the grievance log. Periodic reviews of the log should be made by the Superintendent or the authorized designee to ensure that grievances are being handled properly and in a timely manner. A copy of each grievance should be filed in the inmate’s official record and maintained throughout the inmate’s period of incarceration.

The original grievance should be retained in a file maintained by the Superintendent or the authorized designee, and shall be retained in accordance with established records retention schedules.

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610.3.5 FRIVOLOUS GRIEVANCES

Inmates shall use the grievance process only for legitimate problems or complaints. If there is concern that an inmate is abusing the grievance process, he/she shall be informed that continued behavior may result in disciplinary action.

610.3.6 EMERGENCY GRIEVANCES

Inmates may file an emergency grievance to address issues that could subject the inmate to immediate substantial risk of personal injury or cause other serious and irreparable harm, as defined by the Superintendent. An emergency grievance may be submitted to any member and forwarded immediately without substantive review to the Sergeant.

The Sergeant should promptly initiate an investigation or direct the manager responsible for the program or service to commence an investigation. The Sergeant should produce or receive findings and recommendations from the investigation within 48 hours of receipt of the grievance and communicate the resolution to the inmate immediately. The inmate may appeal the decision to the Superintendent within 24 hours of notification, and the Superintendent will communicate the final decision within 24 hours of receipt of the appeal.

610.4 GRIEVANCE AUDITS

The Superintendent should perform an annual audit of all inmate grievances and complaints filed the previous calendar year. The Superintendent should forward a memorandum to the Superintendent detailing the findings, including recommendations regarding any changes to policy or procedures or any additional training that might be warranted to reduce future complaints. Specific identifying information regarding dates, times or individuals named in the complaints is not part of this process and should not be included in the memorandum.

The Superintendent should evaluate the recommendations and ensure appropriate action is taken.

Any training issues identified as a result of this audit should be forwarded to the Training Officer, who will be responsible for ensuring all necessary and required training is scheduled and completed.

610.5 ADDITIONAL PROVISIONS FOR GRIEVANCES RELATED TO SEXUAL ABUSE

The following apply to grievances that relate to sexual abuse allegations (28 CFR 115.52):

(a) Inmates may submit a grievance regarding an allegation of sexual abuse at any time.

(b) Third parties, including fellow inmates, staff members, family members, attorneys, and outside advocates, are permitted to assist inmates in filing such grievances and to file such grievances on behalf of inmates if the inmate agrees to have the grievance filed on his/her behalf. Staff members who receive a grievance filed by a third party on behalf of an inmate shall inquire whether the inmate wishes to have the grievance processed and shall document the inmate’s decision.

(c) Grievances may be submitted to any staff member and need not be submitted to the member who is the subject of the complaint.

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(d) Staff receiving a grievance shall forward the grievance to a supervisor. Grievances shall not be forwarded to any supervisor who is the subject of the complaint. The supervisor receiving the grievance shall refer the grievance to the Sergeant for investigation. Inmates and staff are not required to attempt to informally resolve grievances related to sexual abuse.

(e) The Sergeant shall ensure that grievances related to sexual abuse are investigated and resolved within 90 days of the initial filing. The Sergeant may grant an extension of up to 70 days if reasonable to make an appropriate decision. If an extension is granted, the inmate shall be notified and provided a date by which a decision will be made.

(f) At any level of the process, including the appeal, if the inmate does not receive a response within the allotted time, including any properly noticed extension, the inmate may consider the absence of a response to be a denial at that level.

(g) Inmates may be disciplined for filing a false grievance related to alleged sexual abuse only when it is determined that the inmate filed the grievance in bad faith.

610.5.1 EMERGENCY GRIEVANCES RELATED TO SEXUAL ABUSE

Any inmate who believes he/she or any other inmate is in substantial risk of imminent sexual abuse may file an emergency grievance with any supervisor. The supervisor shall determine whether immediate action is reasonably necessary to protect the inmate and shall provide an initial response within 48 hours.

The supervisor shall refer the grievance to the Sergeant, who will investigate and issue a final decision within five calendar days.

The initial response and final decision shall be documented and shall include a determination whether the inmate is in substantial risk of imminent sexual abuse and identify actions taken in response to the emergency grievance (28 CFR 115.52).

610.6 TRAINING

The Training Officer shall ensure that all members receive initial and periodic training regarding all aspects of this policy. All training delivered should include testing to document that the member understands the subject matter.

610.7 ACCESS TO THE GRIEVANCE SYSTEM

All inmates shall be provided with a grievance process for resolving complaints arising from jail matters with at least one level of appeal.

Inmates will receive information concerning the grievance procedure during the orientation process. Information will also be contained in the inmate handbook. Information regarding the grievance process will be provided to inmates in the language they understand.

The information will include:

- A grievance form or instructions for registering a grievance.
- Instructions for the resolution of the grievance at the lowest appropriate staff level.

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- The appeal process to the next level of review.
- Written reasons for denial of a grievance at each level of review.
- A provision of required time frames for responses.
- A provision for resolving questions of jurisdiction within the jail.
- Consequences for abusing the grievance system.

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Inmate Voting

611.1 PURPOSE AND SCOPE

This policy establishes the requirement for providing eligible inmates the opportunity to vote during elections, pursuant to election statutes.

611.2 POLICY

The Department will assist inmates who wish to vote in an election.

611.3 PROCEDURES

Prior to each election, the Superintendent will designate a correctional deputy to be a liaison between the Department and the local registrar of voters. The designated Correctional Deputy will be responsible for assisting inmates who have requested to vote. Postage shall be provided to inmates who cannot afford to mail an absentee ballot.

Inmates should be advised of voting methods during the inmate orientation.

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Inmates with Disabilities

612.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for equal access to Ferry County Sheriff's Office services, programs, and activities for inmates with disabilities, in accordance with Title II of the Americans with Disabilities Act (ADA).

This policy also includes guidelines to provide effective communication with inmates with disabilities. See the Immigration Considerations Policy for direction regarding the state law prohibiting the use of federal immigration authorities as interpreters and language services providers.

612.1.1 DEFINITIONS

Definitions related to this policy include (28 CFR 35.104):

ADA Coordinator - The member designated by the Superintendent to coordinate the jail's efforts to comply with the ADA (28 CFR 35.107).

Assistive devices, auxiliary aids, and services - Tools used by inmates with disabilities to facilitate their participation in services, programs, and activities offered by the Ferry County Sheriff's Office and to facilitate effective communication. They include but are not limited to the use of gestures or visual aids to supplement oral communication; a notepad and pen or pencil to exchange written notes; a computer or typewriter; an assistive listening system or device to amplify sound; a teletypewriter (TTY) or videophones (video relay service or VRS); taped text; qualified readers; a qualified interpreter; wheelchairs and other devices that facilitate mobility; audio books and large-print material; visible alarm signals; special diets; and lifts, trapeze bars, and shower chairs.

Disability - A physical or mental impairment that substantially limits a major life activity, including hearing, seeing, speaking, or performing manual tasks, regardless of whether the person uses assistive devices, auxiliary aids, and services. Individuals who wear ordinary eyeglasses or contact lenses are not considered to have a disability (42 USC § 12102; 28 CFR 35.108).

Modification - Any change, adjustment, alteration, adaptation, or accommodation that renders the Ferry County Sheriff's Office service, program, or activity suitable for use, enjoyment, or participation by an inmate with a disability. This may include alteration of existing buildings and facilities.

A modification includes any change or exception to a policy, practice, or procedure that allows an inmate with a disability to have equal access to services, programs, and activities. It also includes the provision or use of assistive devices, auxiliary aids, and services.

Qualified interpreter - A person authorized by the Ferry County Sheriff's Office as a language services provider who is able to interpret effectively, accurately, and impartially, both receptively and expressively, using any necessary specialized vocabulary. Qualified interpreters include oral interpreters, transliterators, sign language interpreters, and intermediary interpreters.

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612.2 POLICY

It is the policy of the Ferry County Sheriff's Office that inmates with disabilities have equal access to services, programs, and activities of the Ferry County Sheriff's Office.

The Ferry County Sheriff's Office will not discriminate against or deny any inmate access to services, programs, or activities based upon the presence or suspected presence of disabilities.

612.3 ADA COORDINATOR RESPONSIBILITIES

The ADA Coordinator will work with the Superintendent and the Responsible Physician as appropriate to (28 CFR 35.130):

(a) Establish procedures to determine at admission if modifications are necessary for participation in the jail's services, programs, and activities, to document an inmate's disability and preferred assistive devices, auxiliary aids, or services as applicable, and to regularly reassess in consultation with the inmate whether alternative or additional modifications are necessary.

(b) Provide notice to inmates regarding the rights and protections afforded by the ADA (e.g., posters, published notices, handbooks, and orientation materials describing jail services, programs, and activities and the availability of assistive devices, auxiliary aids, and services, as well as modifications) (28 CFR 35.106).

(c) Establish classification criteria to make housing assignments for inmates with disabilities.

1. Absent unusual circumstances, inmates with disabilities should not be (28 CFR 35.152):

(a) Housed in a medical area unless they are receiving medical care or treatment.

(b) Classified as special management inmates unless they meet the criteria provided in the Special Management Inmates Policy.

(d) Establish housing areas that are equipped to meet the physical needs of inmates with disabilities, including areas that allow for personal care and hygiene in a reasonably private setting, and that allow inmates with disabilities to be integrated into the larger inmate population as appropriate to the inmate's needs.

(e) Establish procedures for reviewing and processing requests for modifications that will help members provide inmates with disabilities access to the jail's services, programs, and activities, as appropriate.

(f) Make reasonable modifications to policies, practices, and procedures as necessary to allow inmates with disabilities to participate in the jail's services, programs, and activities.

(g) Enlist or contract with trained service personnel who have experience working with inmates with disabilities, and assign individuals with adequate training to assist inmates with disabilities with basic life functions as needed.

(h) Establish procedures for restraining, transporting, and moving inmates with disabilities.

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(i) Establish procedures that give inmates with disabilities equal opportunities to participate in or benefit from all aspects of the jail's efforts to prevent, detect, and respond to sexual abuse and sexual harassment (28 CFR 115.16).

(j) Establish procedures for responding to commonly encountered disabilities such as sight or mobility impairments and intellectual or developmental disabilities.

(k) Develop, implement, and publish procedures to provide for prompt and equitable resolution of complaints and inquiries regarding discrimination in access to services, programs, and activities (28 CFR 35.107). The complaint procedures should include an appeal process.

(l) Establish procedures for provision, maintenance, and cleaning of assistive devices and auxiliary aids used by inmates.

(m) Act as a liaison with local disability advocacy groups or other disability-focused groups regarding access to the jail's services, programs, and activities.

(n) Facilitate a process of periodic self-evaluation. The process should include:

1. Inspection of current facilities to identify access issues.
2. Review of current jail services, activities, and programs for access issues.
3. Assessment and update, if necessary, of current compliance measures.
4. Identification of recurring areas of complaint for which new methods of modification should be considered.
5. Review of the jail's emergency programs, services, and activities as they apply to inmates with disabilities.
6. Recommendation of a schedule to implement needed improvements.

(o) Develop and implement procedures to provide that new construction and any alteration to an existing building or facility are undertaken in compliance with the ADA (28 CFR 35.151).

(p) Verify that third parties providing services, programs, or activities to inmates through contract, outsourcing, licensing, or other arrangement have established reasonable policies and procedures to prevent discrimination against and denial of access to inmates with disabilities (28 CFR 35.152).

(q) Recommend amendments to this policy, as needed.

612.4 REQUESTS

The goal of any modification should be to allow an inmate with a disability to participate in the service, program, or activity the same as an inmate who does not have a disability. The Ferry County Sheriff's Office will not require inmates with disabilities to furnish their own assistive device, auxiliary aid, or service as a condition for receiving access to Ferry County Sheriff's Office services, programs, and activities (28 CFR 35.160).

Upon receiving a request for a modification, members should make reasonable efforts to accommodate the request based upon the preference of the inmate with the disability by providing

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a reasonable modification consistent with any procedures related to the inmate's disability. Members should not ask about the nature and extent of an inmate's disability but should limit questions to elicit information necessary to determine the need for a modification and the appropriate type of modification.

If there are no current procedures in place, members receiving an inmate request for a modification should direct the inmate to provide the request in writing or assist the inmate in doing so, as needed. The written request should be brought to the on-duty supervisor as soon as practicable and during the member's current shift. The supervisor should review the request within 24 hours of receipt. The reviewing supervisor should evaluate the request and, if approved, notify the Superintendent, ADA Coordinator, and any other members as necessary to implement the modification.

A supervisor who does not grant the modification, either in part or in full, should forward the request to the Superintendent and the ADA Coordinator for processing as soon as reasonably practicable.

Requests that are minor and do not reasonably appear related to a significant or ongoing need may be addressed informally, such as rearranging chairs to make room for a wheelchair. Such requests need not be made in writing.

612.4.1 DENIAL OF A REQUEST

Requests for modifications should be approved unless complying with the request would result in (28 CFR 35.150):

(a) A substantial alteration of the service, program, or activity.

(b) An undue financial or administrative burden on the Ferry County Sheriff's Office. All resources available for use in the funding and operation of the service, program, or activity at issue should be considered in this determination.

(c) A threat to or the destruction of the historic significance of a historic property.

(d) A direct threat to the health or safety of others (28 CFR 35.139).

(e) A threat to the orderly operation or function of the jail.

If any of these circumstances are present, the ADA Coordinator should work with Ferry County Sheriff's Office members and the inmate requesting the modification to determine if an alternative modification is available. If no alternative modification is appropriate, the ADA Coordinator shall issue a written statement explaining why a modification of the service, program, or activity will not be made (28 CFR 35.150).

Where physical modification of an existing building or facility, or new construction, would be unfeasible or unduly burdensome, the ADA Coordinator should work with Ferry County Sheriff's Office members and the inmate requesting the modification to determine whether alternative modifications are available. Alternative methods that should be considered include (28 CFR 35.150):

(a) Reassigning services, programs, or activities to accessible buildings or facilities.

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(b) Utilizing technology, equipment, and vehicles or other conveyances.

(c) Any other means or methods that would make services, programs, or activities readily accessible.

612.4.2 SURCHARGES

Surcharges shall not be imposed upon inmates with disabilities to cover the costs of providing modifications (28 CFR 35.130(f)).

612.5 ASSISTIVE DEVICES AND AUXILIARY AIDS

An inmate should be permitted to retain assistive devices and auxiliary aids prescribed or recommended by a qualified health care professional. An inmate may be required to provide documentation from a qualified health care professional describing the medical necessity for the device or aid. Any devices and aids brought to the jail by the inmate or by others after the inmate has been admitted shall be subject to a security check. The jail accepts no responsibility for loss or damage to any device or aid provided by the inmate.

Any assistive device or auxiliary aid that is determined to present an imminent risk of bodily harm or an imminent risk to the security of the jail may be temporarily removed from use and stored with the inmate's property. The ADA Coordinator or the Sergeant should work with the inmate to make alternate modifications pending review by a qualified health care professional. The removal of a device or aid and any alternate accommodations made shall be noted in the daily log and the inmate's health care records.

Within 24 hours of any removal of an assistive device or auxiliary aid, a qualified health care professional will consult with the inmate and review relevant records to determine whether the permanent removal may be injurious to the inmate's health or safety. If the qualified health professional finds that the device or aid is medically necessary and the Superintendent determines after investigation of the specific facts presented that it should not be returned because of verified security concerns, options include, as applicable:

(a) Reclassifying the inmate to an accessible housing unit or cell.

(b) With qualified health care professional approval, modifying the device or aid to meet the needs of the inmate and the security needs of the jail.

(c) Supplying the inmate with an alternate device or aid.

(d) Providing the inmate with an opportunity to petition the court for the return of the device, in accordance with local, state, and federal law.

612.6 COMMUNICATIONS

Members should remain alert to the possibility of communication problems when engaging with inmates with disabilities. When a member knows or suspects an inmate requires assistance to effectively communicate, the member should identify the inmate's choice of assistive devices, auxiliary aids, and services. The inmate's choice should be honored unless another effective means of communication exists. Notice of an inmate's disability and preferred method of communication should be provided to members who have contact with the inmate so that effective

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communication may be achieved. Members should consider all information reasonably available to them when determining how to communicate with an inmate with a disability, including (28 CFR § 35.160):

(a) The methods of communication usually used by the inmate.

(b) The nature, length, and complexity of the communication involved.

(c) The context of the communication.

In emergency situations involving an imminent threat to the safety or welfare of any person, members may use whatever modification reasonably appears effective under the circumstances. This may include, for example, exchanging written notes or using the services of a person who knows sign language but is not a qualified interpreter, even if the inmate who is deaf or hard of hearing would prefer a qualified sign language interpreter. Once the emergency has ended, the member should inquire as to the individual's preference and give primary consideration to that preference.

612.6.1 INTERVIEWS AND INTERROGATIONS

In an effort to ensure that the rights of inmates with disabilities are protected during any formal interview or interrogation that takes place in the jail, the Ferry County Sheriff's Office will provide reasonable modifications before beginning an interview or interrogation, unless exigent circumstances exist or the inmate has made a clear indication that the inmate understands the process and desires to proceed without receiving a modification. If *Miranda* warnings are required under the circumstances, these should be provided to the inmate via the inmate's preferred method of communication.

Interrogations should be recorded whenever reasonably practicable.

612.6.2 QUALIFIED INTERPRETERS

A qualified interpreter may be needed in lengthy or complex interactions (e.g., the admissions process, health care consultations, classification interviews, disciplinary hearings) for inmates who normally rely on sign language or speechreading (i.e., lip-reading) to understand what others are saying. The qualified interpreter should not be a person with an interest in the matter. A person providing interpretation services may be required to establish the accuracy and trustworthiness of the interpretation in a legal proceeding.

Qualified interpreters should be:

(a) Available within a reasonable amount of time.

(b) Experienced in providing interpretation services in the person's primary language.

(c) Familiar with the use of text- and video-based communications products and systems.

(d) Certified in either American Sign Language (ASL) or Signing Exact English (SEE).

(e) Able to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

(f) Knowledgeable of the ethical issues involved when providing interpreter services.

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Members should use jail-approved procedures to request a qualified interpreter at the earliest reasonable opportunity or when it is reasonably apparent that an interpreter is needed. The use of a video remote interpreting service should be considered, where appropriate, if a live interpreter is not available. Inmates with disabilities shall not be required to provide their own interpreters (28 CFR 35.160).

Except in an emergency involving an imminent threat to the safety or welfare of any person and no qualified interpreter is reasonably available, members shall not use another inmate or a member who has not been hired or contracted specifically to serve as a qualified interpreter as an interpreter.

612.7 DOCUMENTATION

Whenever any modification has been provided, the member involved should document:

(a) The type of modification, assistive device, auxiliary aid, or service provided.

(b) Whether the individual elected to use an assistive device, auxiliary aid, or service provided by the jail or another identified source, if applicable.

(c) Whether the individual's express preference for the modification was not honored and the reason an alternative method was used.

The documentation and any written communications exchanged should be maintained consistent with the Records and Data Practices Policy.

612.8 COMPLAINTS

A member who receives a complaint or becomes aware of potential disability discrimination, an ADA violation, or an inmate's inability to access a jail service, program, or activity should document the complaint and promptly refer the matter to the ADA Coordinator (28 CFR 35.107). The Ferry County Sheriff's Office shall assist inmates with disabilities who require assistance to file a complaint regarding members of the Ferry County Sheriff's Office (see the Inmate Grievances Policy).

612.9 TRAINING

Members should receive periodic training on ADA compliance, to include:

(a) Awareness and understanding of this policy, related procedures and forms, and available resources.

(b) Procedures for handling requests for modifications.

(c) Accessing assistive devices, auxiliary aids, and services needed to accommodate requests for modifications.

(d) General requirements of the ADA, including modifying policies and practices, communicating with and assisting inmates, accepting calls placed through alternative systems, and identifying alternate ways to provide access to services, programs, and activities as appropriate.

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Management staff, even if they do not interact regularly with inmates with disabilities, should receive training as appropriate to understand and reinforce this policy.

Training records should be maintained in accordance with the established records retention schedule.

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Chapter 7 - Medical-Mental Health

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Health Care Administrative Meetings and Reports

700.1 PURPOSE AND SCOPE

The Department recognizes that the delivery of effective health care requires open and frequent communication between the Responsible Physician and the Superintendent. This policy provides guidelines for the continuous monitoring, planning and problem resolution in providing health care that addresses the medical needs of the inmate population and prevents potential outbreaks of communicable and contagious illness.

700.1.1 DEFINITIONS

The following terms and meanings shall apply to all policies in this chapter:

Access to care - An inmate should be seen in a timely manner by a qualified health care professional. The inmate should be given a professional clinical diagnosis and receive treatment that is ordered.

Clinical practice guidelines - A systematically developed sciencebased statement designed to assist practitioners and inmates with decisions about appropriate health care for specific clinical circumstances. Clinical practice guidelines are used to assist clinical decision-making, assess and assure the quality of care, educate individuals and groups about clinical disease, guide the allocation of health care resources and reduce the risk of legal liability for negligent care.

Clinical setting - An examination or treatment room, either on or offsite, which is appropriately supplied and equipped to address a patient’s health care needs.

Daily - Seven days a week, including holidays.

Direct order - A written order issued by a qualified health care professional specifically for the treatment of an inmate’s particular condition.

Health authority - The Responsible Physician, health services administrator or health agency responsible for providing all health care services or coordinating the delivery of all health care services.

Health appraisal - A comprehensive health evaluation completed within 14 days of an inmate’s arrival at the facility.

Health care - The sum of all actions, preventive and therapeutic, taken for the physical and mental wellbeing of the inmate population. The term health care includes medical, both physical and psychological, dental, nutrition and other ancillary services, as well as maintaining safe and sanitary environmental conditions.

Health-trained custody staff - A correctional deputy or other facility employee who has received training from the Responsible Physician or the authorized licensed designee in limited aspects of health care coordination.

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HIPAA - Health Insurance Portability and Accountability Act

Mental health staff - Qualified health care professionals who have received instruction and supervision in identifying and interacting with individuals in need of mental health services.

Physical examination - An objective, hands-on evaluation of an individual. It involves the inspection, palpation, auscultation and percussion of a body to determine the presence or absence of physical signs of disease.

Responsible Physician - An individual licensed to practice medicine and provide health services to the inmate population of the facility, or the physician at an institution with final responsibility for decisions related to medical judgment.

Qualified health care professional - Physicians, physician's assistants, nurses, nurse practitioners, dentists, mental health professionals or other persons who, by virtue of their education, credentials and experience are permitted by law to evaluate and care for patients within the parameters of his/her license or certification.

Sick call - The evaluation and treatment of an ambulatory patient, either on or offsite, by a qualified health care professional.

Special needs - Health conditions that require regular care.

Standing order - Written orders issued by a physician that specify the same course of treatment for each patient suspected of having a given condition and the specific use and amount of prescription drugs (e.g., immunizations, insulin, seizure medications).

Suicidal ideation - Having thoughts of suicide or of taking action to end one's own life. Suicidal ideation includes all thoughts of suicide when the thoughts include a plan to commit suicide and when they do not.

Treatment plan - A series of written statements specifying a patient's particular course of therapy and the roles of qualified health care professionals in delivering the care.

Triage - The sorting and classifying of health care requests to determine priority of need and the proper place for health care to be rendered.

700.2 POLICY

The Superintendent shall select the Responsible Physician in accordance with the Health Authority Policy. It is the policy of this facility that the Responsible Physician should meet with the Superintendent at least quarterly. The Responsible Physician should be required to submit a report addressing the effectiveness of the health care system, a description of any environmental or access issues that require improvement, and detail any progress that has been made in previously reported areas. The quarterly meeting should be documented through formal minutes, which should include the names of attendees and a list of the topics discussed. The minutes should be retained in accordance with established records retention schedules.

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The data for the quarterly report should be gathered by the Responsible Physician via monthly meetings with all facility Sergeants and qualified health care professionals. The monthly meetings should cover the following topics:

- Health care services
- Quality improvement findings
- Infection control efforts
- Inmate grievances
- Environmental inspections report

700.2.1 STATISTICAL REPORTS

In addition to the quarterly report described above, a statistical report will be provided annually to the Superintendent. The statistical report will be prepared by the Responsible Physician and shall include, but not be limited to, the following:

(a) The number of inmates receiving health services by category of care

(b) The number of referrals to specialists

(c) Prescriptions written and medications dispensed

(d) Laboratory and X-ray tests completed

(e) Infirmary admissions, if applicable

(f) On-site and off-site hospital admissions

(g) Serious injuries or illnesses

(h) Deaths

(i) Off-site transports

(j) Infectious disease monitoring

(k) Emergency services provided to inmates

(l) Dental visits provided

(m) Number of health care grievances by category (e.g., medication error, missed appointment, health staff complaint) and whether the grievance was founded or unfounded

It is the responsibility of the Superintendent to ensure that copies of the statistical reports and documentation of any remedies implemented are retained in accordance with established records retention schedules.

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Access to Health Care

701.1 PURPOSE AND SCOPE

The provision of adequate health services in a custody setting is a constitutional right afforded to all inmates. The purpose of this policy is to provide custody personnel and qualified health care professionals with a process to inform newly booked inmates of the procedure to access health care services and how to use the grievance system, if necessary.

701.2 POLICY

It is the policy of this department that all inmates, regardless of custody status or housing location, will have timely access to a qualified health care professional and receive a timely professional clinical judgment and appropriate treatment.

The Ferry County Sheriff's Office facility will provide appropriate and cost-effective emergency and necessary medical, dental and mental health care as necessary to maintain the health and well-being of inmates to a reasonable and socially acceptable standard (RCW 70.48.130).

701.3 ACCESS TO CARE

Inmate medical requests will be evaluated by qualified health care professionals or health-trained custody staff. Health care services will be made available to inmates from the time of admission until they are released. Information regarding how to contact the medical staff will be posted in all inmate housing areas. Medications and community health resources and referrals may be provided upon request when the inmate is released.

Unreasonable barriers shall not be placed on an inmate’s ability to access health services. Health care that is necessary during the period of imprisonment shall be provided regardless of an inmate’s ability to pay, the size of the facility or the duration of the inmate’s incarceration (RCW 70.48.130). Such unreasonable barriers include:

- Punishing inmates for seeking care for their health needs.
- Assessing excessive co-payments that prevent or deter inmates from seeking care for their health needs.
- Deterring inmates from seeking care for their health needs by scheduling sick call at unreasonable times.

All routine requests for medical attention shall be promptly routed to a qualified health care professional.

Any incident of an inmate refusing medical treatment or causing a disruption in the delivery of health care services shall be documented in an incident report. The original incident report shall be forwarded to the Responsible Physician and a copy sent to the Superintendent.

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701.4 HEALTH CARE GRIEVANCES

Custody personnel should authorize and encourage resolution of inmate complaints and requests on an informal basis whenever possible. To the extent practicable, custody personnel should provide inmates with opportunities to make suggestions to improve programs and conditions.

Inmates will be informed of the grievance process during inmate orientation. The grievance process is also explained in the inmate handbook, which all inmates receive and which they should have additional access to in their housing units. Grievances will be handled in accordance with the Inmate Grievances Policy.

Custody personnel should minimize technical requirements for grievances and allow inmates to initiate the grievance process by briefly describing the nature of the complaint and the remedy sought. For simple questions and answers regarding clinical issues, inmates may meet with a qualified health care professional or may submit a written correspondence.

Inmate grievances regarding health care issues will be investigated by an uninvolved member of the medical staff. If no such person is available or does not exist, an outside peer should be sought to investigate the grievance. The inmate should be provided with a written response in accordance with the schedule set forth in the Inmate Grievances Policy. Responses to inmate grievances should be based on the community standard of health care.

Copies of grievances and the facility’s response shall be sent to the Superintendent, who, in consultation with the Responsible Physician, shall serve as the final authority in response to all inmate grievances.

If an inmate is not satisfied with the response, the inmate may appeal the grievance as outlined in the Inmate Grievances Policy.

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Non-Emergency Health Care

702.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a daily triage system of inmate requests for health care services. This is to ensure that the health needs of the population are addressed properly and in a timely manner.

702.2 POLICY

It is the policy of the department to provide access to the qualified health care professionals or health-trained custody staff in order for inmates to request medical services. All health care requests will be documented, triaged, and referred appropriately by corrections department staff. Appointments will be scheduled by corrections department staff. Appointments will be made at Ferry County Public Health Clinic or Republic Dental Clinic for routine medical issues. If after triage, a concern must be addressed immediately, corrections staff will attempt to get an immediate clinic appointment or set-up for emergency room visit.

(a) A process for inmates to request health services on a daily basis.

(b) A priority system for health care services to acquire and address requests for routine health care, and for urgent or emergent injuries, illnesses and conditions.

(c) Making health care request forms available in each housing unit and to all inmates upon request.

(d) A system, in which health care requests are documented, triaged and referred appropriately.

(e) Restrictions that prohibit non-health services personnel from diagnosing or treating illnesses or injuries.

702.3 HEALTH CARE REQUESTS

During the collection of the health care request either by using electronic format or from inmates, care should be taken to protect the confidentiality of the inmate and the nature of the health issue. The collector shall date and initial the request when the collection takes place. The requests shall be triaged to determine the priority of need and the proper place for health care to be delivered.

Inmates will be instructed on how to obtain medical services during the inmate orientation process and in the inmate handbook. Inmates shall submit a medical request form by either electronic format or inmate paper medical kite to any corrections department staff.

Medical request forms should be available in languages representative of the population. Inmates who communicate in a language not available in printed form shall have access to interpreter services.

Inmates with disabilities should be provided with appropriate assistance or accommodation to ensure they are able to request health care services.

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Correctional Deputies shall ensure the reason for seeking medical attention is on the medical request form. If no reason is given, the Correctional Deputy shall encourage the inmate to indicate whether the matter is urgent or confidential. The Correctional Deputy shall forward all requests to the jail nurse.

702.4 TRIAGE OF HEALTH CARE REQUESTS

All requests for health care will be submitted using inmate paper kites or electronic format provided via kiosks. Corrections staff will collect paper kites during hourly rounds and review electronic program hourly for any medical request submissions.

Corrections staff will review requests for medical care and if medical care is required, make appointment with Ferry County Health Clinic. If unable to obtain an appointment and medical condition requires immediate attention, inmate will be transported to Ferry County Memorial Hospital emergency room.

Inmates who are referred for specialized treatment will be scheduled for appointments after provider submits consultation request. Corrections staff will schedule appointments for specialized care immediately upon notification. Will take into consideration staffing and location of specialized treatment facility.

The frequency and duration of sick call should be sufficient to meet the needs of the inmate population. If an inmate’s custody status precludes attendance at sick call, arrangements shall be made to provide sick call services in the place of the inmate’s detention.

702.5 GUIDELINES FOR ELECTIVE PROCEDURES OR SURGERY

The Responsible Physician and the Superintendent shall work cooperatively to develop guidelines that govern elective procedures or surgery for inmates. The guidelines must include decision-making processes for elective procedures or surgery that is needed to correct a substantial functional deficit or an existing pathological process that threatens the well-being of the inmate over a period of time. Any discussion of this nature with the inmate should be conducted in a language easily understood by the inmate and should be carefully documented in the inmate's medical record. This record should be maintained in accordance with established records retention schedules.

702.6 REQUESTS FOR OUTSIDE MEDICAL CARE

Inmates who request access to health care services outside the facility may do so with advance authorization from the Superintendent or the authorized designee. The inmate shall be required to provide proof of sufficient private funds available to pay for all costs associated with transportation to the off-site facility and all costs associated with the medical services, diagnostics, treatment plans, medications or any other costs associated with off-site medical care.

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Referrals and Coordination of Specialty Care

703.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process for referring inmates who need health care or specialty care that is beyond the resources available in the facility. The policy includes guidelines regarding transportation under appropriate security provisions, and the formulation of advance written agreements for around the clock or on-call availability of alternate services. Specialty care includes specialist-provided health care, such as nephrology, surgery, dermatology and orthopedics.

703.2 POLICY

It is the policy of this department that inmates have access to necessary hospitalization and specialty services for serious medical needs. This facility will provide, either directly or through contracted sources, specialty care and emergency medical services to inmates when the need is determined by the Responsible Physician.

703.3 SUPERINTENDENT RESPONSIBILITY

The Superintendent or the authorized designee is responsible for establishing written agreements with outside specialty health care services for emergency and urgent care that is not available within the facility if agreement is necessary. In addition, a plan shall be developed for the secure transportation of inmates to a facility where such care is available.

703.4 REFERRAL TO OFF-SITE MEDICAL CARE

A qualified health care professional shall evaluate the inmate, and if indicated, shall recommend specialty appointments in writing on the order sheet in the inmate’s medical record. A referral form should be completed and any supporting documentation attached. The written referral shall be reviewed and authorized, if appropriate, by the Responsible Physician.

703.5 OFF-SITE COORDINATION

If offsite medical treatment is required, the Superintendent or designee will schedule appointment, notify treatment facility that appointment is for an inmate and obtain special directions if required for entering facility and staging for appointment. Jail staff will ensure adequate staffing will be available to ensure safety for inmate and hospital staff and patients.

Any conflicts that arise regarding off-site consultation trips will be communicated by the Correctional Deputy responsible for transportation to the Superintendent or the authorized designee so that modifications may be made.

The Corrections staff shall keep a log of missed appointments to determine if transportation issues are impeding the ability of inmates to access appropriate medical care. Any issues identified shall be discussed and resolved between the Responsible Physician and the Superintendent.

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Emergency Health Care Services

704.1 PURPOSE AND SCOPE

The purpose of this policy is to establish plans and procedures for responding to medical emergencies in the facility when the level of medical or mental health services exceeds the licensure or certification of staff who are on-duty and to define staff training requirements.

704.2 POLICY

It is the policy of this department that emergency medical, mental health and dental services are available 24 hours a day. These services may include off-site health care services.

704.3 PROCEDURES

The Superintendent or the authorized designee shall develop plans and procedures for responding to emergency medical incidents that occur when the level of medical or mental health services needed exceeds the licensure or certification of staff who are on-duty. The plans should include on-site emergency first aid, basic life support and crisis intervention; emergency evacuation of an inmate from the facility, including security procedures, to ensure an immediate transfer when appropriate; local emergency room and mental health professionals; predetermined back-up health care services when the emergency health facility is not located in a nearby community; and the identification of primary, secondary and tertiary acute care facilities.

The plan may additionally include, but is not limited to, these components:

(a) Health-trained (basic first aid/CPR) custody staff shall respond to all emergencies immediately upon notification.

(b) Contact information for emergency 911 center and local emergency room is available and accessible for Sergeants.

(c) When necessary, facility staff shall activate 9-1-1 and notify a Sergeant as soon as reasonably practicable.

(d) The Superintendent will coordinate on the notification of the inmate's next of kin in cases of serious illness and injury. Death notifications will be made in accordance with the Inmate Death - Clinical Care Review Policy.

The goal of any emergency medical response plan is to provide emergency medical care to those in need as expeditiously as possible. While facility size and patient proximity to the health care service will vary, staff training will emphasize responding to medical emergencies as soon as reasonably possible.

704.4 EMERGENCY PROCEDURES

The Superintendent or the authorized designee is responsible for ensuring the following information, equipment and personnel are available in the event an inmate requires emergency treatment:

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(a) A current list of names, addresses, and telephone numbers of all persons and agencies to be notified in an emergency. The list should be available to all health care and custody staff at all times, and should be updated quarterly.

(b) Emergency drugs, equipment and supplies should be readily available at all times and replenished after each use. An inventory control system should be in use to ensure the necessary supplies are present when needed and have not expired. This includes:

1. Opioid overdose medication as provided by RCW 69.41.095.

(c) Off-site emergency medical is available 24 hours a day utilizing Ferry County Memorial Hospital Emergency Room. Hospital staff will decide if further medical treatment or more specialized care is required. Corrections staff will contact Superintendent if inmate requires treatment outside of local area. Superintendent, Sergeant, or Sheriff will make decision if inmate should be furloughed/released to obtain further treatment.

(d) Ambulances should be accessed through the facility staff or by calling the appropriate emergency number. There should be a clear security plan in place for the transportation of inmates.

(e) The Superintendent will be contacted and informed of any emergency as soon as practicable.

(f) All decisions regarding medical treatment and the need for emergency transportation are to be made by the custody staff.

704.5 FIRST-AID KITS

The Superintendent or the authorized designee is responsible for determining the contents, number, location and procedures for monthly inspections of all first-aid kits in the facility. The Responsible Physician shall also ensure that:

(a) The contents of each first-aid kit are:

1. Appropriate for its location and approved by the Responsible Physician.
2. Arranged for quick use.
3. Documented on the outside cover.
4. Inventoried every month.
5. Secured with a plastic tamper-proof seal.

(a) Once the seal has been broken, the kit should be taken to the medical unit so the contents can be inventoried and restocked.

(b) Written protocols and training materials are developed for the use of medical supplies and equipment by health-trained custody staff.

(c) Inspections and testing of supplies and equipment are documented and maintained in accordance with established records retention schedules.

704.6 TRAINING

The Superintendent shall ensure that all Corrections staff are trained in the delivery of emergency medical services in the custody environment during new employee orientation.

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The Superintendent or the authorized designee shall ensure that all facility staff members who have contact with inmates receive first-aid and basic life support training during new employee orientation, and that annual refresher training is conducted for the facility. Training should include, but not be limited to:

(a) The location of all emergency medical equipment and medications, and the proper use of the equipment, such as automated external defibrillators (AED).

(b) How to properly summon internal and external emergency services.

(c) Recognition of basic life support signs and symptoms, and the actions required in emergency situations.

(d) Administration of basic first aid.

(e) Certification in CPR in accordance with the recommendations of the certifying health organization.

(f) Recognition of the signs and symptoms of mental illness, violent behavior and acute chemical intoxication and withdrawal.

(g) Procedures for inmate transfers to appropriate medical facilities or health care service.

(h) Suicide recognition, prevention and intervention techniques.

All records of the training provided, testing procedures and the results, and certificates achieved shall be maintained in each Corrections staff member's file in accordance with established records retention schedules.

704.7 AUTOMATED EXTERNAL DEFIBRILLATORS

The Superintendent or the authorized designee is responsible for ensuring that an AED is available in the facility and that all staff members are trained in its use. The AEDs shall be inspected and tested at a frequency consistent with the manufacturer’s recommendations to ensure functionality.

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Health Care for Pregnant Inmates

705.1 PURPOSE AND SCOPE

The purpose of this policy is to establish prenatal and postpartum health care services for inmates who are pregnant. Services may include assistance recovering from the effects of potentially unhealthy lifestyles, which could include tobacco use, alcohol and drug abuse or addiction, and a lack of previous adequate medical care. Because of unhealthy lifestyle choices prior to incarceration, many inmate pregnancies are classified as high risk. This policy is intended to protect the health of the pregnant inmate and her fetus.

705.2 POLICY

It is the policy of this department that a qualified health care professional should provide comprehensive prenatal and postpartum care for all pregnant inmates during their incarceration, which includes but is not limited to the following:

- Pregnancy testing
- Prenatal care, both routine and high-risk if needed
- Management of drug- or alcohol-addicted pregnant inmates
- Comprehensive counseling and assistance services
- Nutrition modification for term of pregnancy and lactation
- Birthing in an appropriate setting
- Postpartum care
- Family planning education and services
- Access to privately funded pregnancy alternative options

A qualified health care professional shall provide counseling and information to pregnant inmates regarding planning for their unborn child.

705.3 BOOKING - PREGNANCY SCREENING

When booking a female inmate, the following steps shall be taken:

(a) All females shall be asked if they are pregnant. If the inmate states she is pregnant, a confirming urine test should be performed within 48 hours and documented in the medical record.

(b) Pregnant inmates who are under the influence of or withdrawing from alcohol or other substances should be referred to Ferry County Health Clinic or Ferry County Memorial Hospital Emergency Room for screening or other available resource.

(c) The Corrections staff shall ensure the appropriate clinic visits are scheduled.

(d) A medical record should be opened with a notation indicating pregnancy.

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(e) The inmate should be interviewed by a qualified health care professional as soon as possible with medical clinic via appointment for the following information, which should be written in the medical record:

1. Last menstrual period (LMP)
2. Estimated date of conception (EDC)
3. Estimated due date (40 weeks from EDC)
4. Number of pregnancies (Gravidity)
5. Number of live births (Parity)
6. Therapeutic abortions (TAB)
7. Spontaneous abortions (SAB), aka miscarriages
8. Prenatal care history
9. Current medications
10. Any current adverse symptoms: vaginal bleeding or discharge, abdominal cramping or pain (if yes, notify on-site or on-call physician)
11. High-risk factors if known: drug or alcohol use/abuse, smoking, previous pregnancy problems, other medical problems (cardiac, seizures, diabetes/DM, hypertension/HTN)
12. If recent heroin or methadone use is identified during initial intake screening, notify medical clinic or emergency room for guidance.

(f) Each pregnant inmate should have:

1. A completed medical recommendation form for a low bunk assignment, in a lower tier, with no waist chains, as appropriate.
2. A completed special diet form ordering a pregnant diet.
3. Prenatal vitamins prescribed at one per day for the duration of the pregnancy.
4. An appointment at the next available obstetric clinic if the inmate is 10 or more weeks gestation.

705.4 HOUSING

Inmates who are known to be pregnant may be housed in any unit appropriate for their classification, with the following exceptions:

(a) All pregnant inmates identified at intake or the obstetric clinic to be high-risk or who are in their last trimester of pregnancy shall be housed appropriately according to jail layout restrictions.

(b) Housing in special housing accommodations shall be by order of an obstetric specialist or the Responsible Physician.

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705.5 COUNSELING AND TREATMENT

The Department will provide all necessary counseling and treatment to pregnant inmates to ensure they are receiving the proper care. To accomplish this, the following shall occur:

(a) The directions of the obstetric specialist shall be followed throughout the pregnancy and postnatal period. No non-medical staff has the unilateral authority to change or overrule an order or care recommendation made by the authorized health care provider. The Superintendent shall develop a process by which perceived conflicts between medical orders/recommendations and safety and security interests of the jail can be discussed and resolved. Ultimately, the jail must provide adequate treatment for an inmate's medical needs.

(b) The authorized health care provider shall be consulted immediately if a patient is under 10 weeks gestation and has medical concerns.

(c) Any pregnant inmate with medical problems that occur between scheduled obstetric appointments shall be seen by an authorized health care provider via appointment at Ferry County Health Clinic. If appointment is not available, health care will be through Ferry County Memorial Hospital Emergency Room.

(d) The inmate shall be advised to notify Corrections staff immediately of the following:

1. Vaginal bleeding
2. Acute, persistent abdominal or pelvic pain and/or severe cramping
3. Leaking fluid
4. Decreased or no fetal movement
5. Headache or blurred vision
6. Rapid weight gain with swelling (edema)
7. Abnormal vaginal discharge
8. Symptoms of a urinary tract infection (UTI)
9. Fever

(e) Postpartum examinations and additional appointments shall be scheduled with the obstetric clinic as needed.

(f) Upon request of the inmate, reasonable efforts should be made to provide midwifery or doula services to inmates who are pregnant or who have given birth within the last six weeks (RCW 70.48.135).

705.6 RESTRAINTS

Inmates who are known to be pregnant or who are in labor shall not be placed in restraints except as provided in the Use of Restraints Policy.

705.6.1 NOTICE REGARDING RESTRAINTS

The Superintendent or the authorized designee should ensure notices are posted regarding the use of restraints on inmates who are pregnant, in labor, or in postpartum recovery in locations where medical care is provided within the facility and provide notice of the requirements to

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appropriate staff. Appropriate staff includes staff who are involved in the transportation of pregnant inmates, and other staff designated by the Superintendent (RCW 70.48.501).

705.7 ABORTIONS

Inmates who wish to terminate their pregnancy shall be referred to outside counseling services for further information regarding available options. The Department shall not impede the woman's access to abortion counseling or services and shall provide necessary transportation and supervision to such services. Any financial obligations will be the responsibility of the inmate. These rights will be posted in all areas that house female inmates.

705.7.1 STAFF INVOLVEMENT

Staff members who object to facilitating an inmate’s elective abortion (including arranging, transporting, security) should not be required to perform such duties.

705.8 PRESENCE DURING LABOR AND DELIVERY

Members are not permitted in the room during labor or childbirth unless requested by medical personnel. Should medical personnel request the presence of a member of the facility, a female member should respond, if practicable (RCW 70.48.500(4)).

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Health Appraisals

706.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the process for conducting health appraisals on all inmates following their arrival at this facility and for the continuity of care for inmates who remain in custody for extended periods. Further, it is to ensure the inmate's health care needs are met and that health care started at one facility continues as needed.

706.2 POLICY

It is the policy of this department that all inmates will be screened upon booking by corrections staff and if further evaluation is required medical appointment will be scheduled. If medical condition is needed upon booking corrections staff will refuse inmate and require law enforcement to clear prior to booking.

706.3 INITIAL HEALTH APPRAISAL

706.3.1 PRISON RAPE ELIMINATION ACT (PREA) SCREENING FOLLOW-UP

Inmates who have an identified history of sexual victimization shall be offered a follow-up meeting with a qualified health care professional or mental health provider within 14 days of intake screening (28 CFR 115.81).

706.3.2 OPIOID USE DISORDER

Individuals who are experiencing an opioid use disorder will be provided with opioid treatment medications pursuant to the procedures developed by the health authority and in compliance with the requirements of RCW 71.24.599.

Prior to the release of the inmate receiving opioid treatment medication, the health authority will connect the inmate to an appropriate provider or treatment site in the geographic region where the inmate will reside. If a connection is not possible, the health authority should document the efforts made in the inmate’s file (RCW 71.24.599).

706.4 ANNUAL HEALTH EXAMINATIONS

The Corrections staff will determine the criteria for periodic health examinations for inmates. Inmates should be scheduled for an annual health examination within 14 days of the inmate’s annual incarceration anniversary. The examination should include:

- A review of current vital signs and weight.
- A TB skin test and review of the results.
- An evaluation of any health-related issues arising since the last health evaluation.
- Initiation of treatment, as appropriate.
- Any updates to the inmate treatment plan.

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Healthy Lifestyle Promotion

707.1 PURPOSE AND SCOPE

The purpose of this policy is to affirm the Department’s commitment to promote healthy lifestyle choices by inmates by providing health education and inmate self-care learning opportunities that include classes, audio and video presentations and brochures and pamphlets.

707.2 POLICY

This department will encourage inmates to maintain a healthy lifestyle by providing health education and wellness information.

707.3 HEALTH CARE ENCOUNTERS

During health care encounters, the qualified health care professionals should instruct inmates at the time service is rendered on how to avoid preventable diseases, such as athlete’s foot, flu and the common cold, tooth decay and sexually transmitted diseases. Such instruction should be documented in the health record. Documentation should include the topics discussed, the written materials provided, if any, and that the inmate acknowledged an understanding of the information.

Informative brochures from various health organizations should also be available to inmates in the medical unit.

Following are examples of appropriate topics for inmate education:

- Access to health care services
- Dangers of self-medication
- Personal hygiene and dental care
- Prevention of communicable diseases
- Education, smoking cessation
- Family planning
- Self-care for chronic conditions
- Self-examination for health concerns
- The benefits of physical fitness
- Chronic diseases and disabilities
- Counseling in preparation for release
- Domestic violence
- Medications
- Nutrition
- Sexually transmitted diseases

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- Substance abuse
- Tuberculosis

707.4 GENERAL HEALTH PROMOTION INFORMATION

Whenever possible, written materials, audio and video presentations should be made available to inmates for educational purposes. These materials are often available in bulk quantity through the public health department and other community-based organizations.

All items intended for distribution to the inmate population shall be approved by the Superintendent to avoid any conflict with rules regarding contraband in the facility.

Classes should also be conducted to inform the inmate on various healthy lifestyles. Class schedules should be posted in advance, curriculum and lesson plans developed and attendance rosters maintained.

All documentation regarding health education and inmate self-care should be retained in inmate medical files in accordance with established records retention schedules. Statistics on program offerings and attendance may be used to determine program effectiveness and interest.

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Transfer Screening

708.1 PURPOSE AND SCOPE

This policy recognizes that inmates are frequently transferred within the correctional authority's system and to facilities outside the system. This policy establishes a process for medical screening of transferred inmates to ensure continuation of care and to avoid unnecessary diagnostics.

708.2 POLICY

It is the policy of this department that inmates who are transferred to another jail, correctional system or health care facility will be screened prior to transfer to ensure that the receiving facility can assume and continue proper care. Medical needs of the inmate will be clearly communicated to the receiving facility, including the ongoing treatment plan, scheduled surgeries and outside appointments.

Inmates who are transferred to other facilities shall be sent with a medical/mental health screening summary that includes information about the inmate's medical and mental health condition, the current treatment plan and any medications, if needed.

708.3 TRANSFERS

Any inmate being transferred to another correctional or health care facility should be medically screened prior to transfer as described below.

The medical screening should include:

(a) A determination of whether the inmate is being treated for a medical, mental health or dental problem.

(b) A determination of whether the inmate has any apparent, current medical, mental health or dental needs or complaints (RCW 70.48.245).

(c) What medication, if any, the inmate is presently prescribed.

(d) Whether the inmate has any evidence of abuse or trauma.

(e) Whether the inmate has any physical deformities or special daily living assistance needs.

(f) The inmate's classification and clearance status (i.e., general population, segregation).

(g) Whether the inmate has any pending follow-up appointments or requirements.

Completed discharge summaries, including the medical screening results, shall accompany inmates being transferred to another department's jurisdiction to ensure that the receiving health care service can assume and continue necessary care. A release of information authorization is not required.

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If the receiving facility requests a copy of the medical record, it will be supplied within five working days.

The discharge summary and any related medical records being transferred shall be placed in a file or envelope that maintains the confidentiality of the inmate's medical information. The transporting personnel shall be provided separate written instructions regarding medication or health interventions, including necessary precautions that are required en route. The transporting personnel shall also document on the transfer log the date, time and name of the person receiving the inmate and the medical records.

708.3.1 EXTENDED TRANSPORTATION OF INMATES

When an inmate will be in transfer status for several days and housed temporarily at various custody facilities along the way, a medical transfer packet shall be prepared by the Corrections staff in a form that will advise the temporary housing facilities of any medical needs of the inmate. When medically appropriate, a small supply of medication should be provided with the medical transfer packet so it will be available to the temporary housing facility as needed. Medication will be provided for transport if receiving agencies have ability to issue medications. As per state shuttle guidelines, no narcotics to include buprenorphine/naloxone will be sent on shuttle. DOC shuttle will not accept any medications.

708.4 RECEIVING TRANSFERRED INMATES

Where an inmate being transferred to this facility arrives without a full and comprehensive medical transfer packet from another facility, the inmate shall be medically screened. The medical department of the sending facility should be promptly contacted to determine if the transferred inmate has any medical needs that require immediate attention or any scheduled surgeries or appointments with community health care services. Arrangements should then be made with the sending facility for the delivery of a more detailed review of the inmate's medical needs.

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Medical Screening

709.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a medical screening process for newly booked inmates so that medical, mental health and dental issues are properly identified and addressed, and to obtain a medical clearance when necessary.

709.2 POLICY

It is the policy of this department that a medical screening be performed on all inmates upon arrival at the intake area to ensure that existing, emergent and urgent health care, dental or mental health needs are identified, risks are assessed and inmates with contagious and communicable diseases are properly classified and housed for their health and the health of the general population.

709.3 ELEMENTS OF MEDICAL SCREENING

The medical screening shall be performed by health services personnel when available, but may also be performed by health-trained correctional staff. The Superintendent shall establish protocols for use by health-trained correctional staff during the medical screening. All completed medical screenings should be reviewed by Superintendent or designee. If any positive findings, Corrections staff will ask more questions and contact Ferry County Memorial Hospital or Ferry County Public Health Clinic for guidance if required. Staff member conducting medical screenings will inform other corrections staff of medical/dental/mental health conditions or potential issues. This information will be used to provide appropriate care.

Regardless of training, no inmate should be allowed to conduct health care evaluations or provide treatment to any other inmate.

All inmates shall complete a medical screening as part of the booking process. If an arrestee refuses to cooperate with the medical screening, the screener will complete as much of the health assessment as reasonably possible and the arrestee will be closely observed until he/she cooperates with the remainder of the screening process.

Superintendent will develop the medical screening forms, which should be applicable for general health, mental health and suicide screening purposes. The forms should be completed no later than 24 hours after the arrival of an inmate but prior to an inmate being housed in the general population.

709.3.1 MEDICAL SCREENING INQUIRY

The medical screening inquiry should include a review of the inmate's prior jail medical record, if any, and document the following:

- History of any infectious or communicable diseases that are considered serious in nature; current symptoms, treatment, or medications; chronic illness or health issues, including communicable diseases and any special health requirements and/or dietary needs
- Acute dental problems

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- Past and recent serious communicable disease symptoms (e.g., chronic cough, coughing up bloody sputum, lethargy, weakness, weight loss, loss of appetite, fever, night sweats)
- Mental illness, including psychiatric hospitalizations within the last three months
- Gender issues
- History of or current suicidal ideation
- Acute allergies
- History of or current prescription or illegal drug use, including the time of last use
- History or current symptoms of substance abuse withdrawal
- Current, recent, or suspected pregnancy; any history of gynecological problems; and present use and method of birth control
- Appearance or history of developmental disability, body deformities, or other physical abnormalities
- Other health issues as identified by the Responsible Physician

The medical screening shall also seek general information about the inmate's ability to pay for medical care, including insurance or other medical benefits or resources to which an inmate is entitled (RCW 70.48.130).

Qualified health care professionals should assist in developing specific mental health medical screening questions and should provide training in analyzing inmate responses. The Responsible Physician should establish the role of the qualified health care professional in the medical screening process.

Should the medical screening identify a need for a more comprehensive medical assessment of the inmate, Corrections staff should initiate appropriate follow-up action, which may include transporting the inmate to an off-site medical facility.

709.3.2 MEDICAL SCREENING OBSERVATION

The staff member completing the medical screening shall document the following observations:

(a) Appearance (e.g., sweating, tremors, anxious, disheveled)

(b) Behavior (e.g., disorderly, appropriate, insensible)

(c) State of consciousness (AVPU):

1. Alert - spontaneously responsive
2. Verbal - requires verbal stimulation to respond
3. Pain - requires painful stimulation to respond
4. Unresponsive - does not respond

(d) Ease of movement (e.g., body deformities, gait)

(e) Breathing (e.g., persistent cough, hyperventilation)

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(f) Skin (e.g., lesions, jaundice, rashes, infestations, bruises, scars, recent tattoos, needle marks or other indications of drug abuse)

(g) Any other observable health symptoms

The Superintendent should develop a procedure through which it can be reliably determined what prescription medications the inmate is taking and the medical urgency for continuing those medications without interruption, where medications are filled, prescribing provider, and location of provider.

709.3.3 DOCUMENTATION

Written documentation of the medical screening should include the name of the screener, the date and time and the following information:

- Immediate or scheduled referral to a medical, dental or mental health professional
- Guidance regarding housing placement, including disciplinary detention if necessary
- Guidance regarding activity limitations and work assignment
- The inmate's responses to questions asked by the interviewer
- Other individualized observations and recommendations

The initial medical screening should become part of the inmate’s medical record and should be retained in accordance with established records retention schedules.

709.4 MEDICAL SCREENING DISPOSITIONS

Persons who are brought to the facility who are obviously in need of immediate medical attention shall be referred to Ferry County Memorial Hospital Emergency Room for a medical clearance. Medical conditions that require a medical clearance include, but are not limited to, the following:

- Unconsciousness
- Uncontrolled bleeding
- Significant injuries from a motor vehicle accident
- Significant injuries from an altercation
- Significant injuries from handcuffs or other restraint devices
- Knife wounds, gunshot wounds, or lacerations
- Exposure to pepper spray, conducted energy weapon (CEW) deployment or blunt force trauma during arrest
- Intoxication to a degree that the individual cannot speak coherently or stand or walk unaided or BAC level above 0.25 and increasing
- Recent drug overdose
- Suspected or known complications of pregnancy
- Active seizures

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- Suspected or known complications of diabetes (current issues or no insulin, if insulin dependent
- Exhibiting behavior indicating a potential danger to themselves or others
- Active tuberculosis or other serious contagious diseases, if known
- Actively suicidal
- Any other medical condition, which, in the opinion of the booking personnel, should be urgently referred for evaluation by medically trained personnel

Inmates with these medical conditions are not suitable for admission to the facility until medically cleared by a qualified health care professional. This department requires medical clearance from an outside entity when such inmates are identified.

Medical clearance documentation shall include the medical diagnosis, treatment received at the emergency medical facility, any medications prescribed, any ongoing medical requirements and any follow-up medical care that may be indicated before the arrestee is accepted for booking.

The Superintendent is responsible for notifying local police agencies and medical facilities of the jail admission refusal policy and the required clearance documentation.

Based upon the information obtained during the screening process, the classification disposition of the inmate shall be one of the following:

- General population, or other appropriate cell assignment
- General population, or other appropriate cell assignment and timely referral to appropriate health care services
- Immediate referral to health care services prior to housing

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Mental Health Services

710.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that all inmates have access to mental health services and that inmates identified as needing these services are referred appropriately.

710.1.1 DEFINITION

Definitions related to this policy include:

Mental health services - A variety of psycho-social and pharmacological therapies, either individual or group, including biological, psychological and social therapies to alleviate symptoms, attain appropriate functioning and prevent relapse.

710.2 POLICY

It is the policy of this department that a range of mental health services shall be available for any inmate who requires them.

710.3 MENTAL HEALTH SERVICES

The Superintendent should collaborate with the local public and private organizations that offer mental health services, treatment and care to those inmates in need of such services.

Such services may include:

- Assistance with mental health screening, diagnosis and care, including intake screening.
- Referral to services for the detection, diagnosis and treatment of mental illness and follow-up care after release from custody.
- Crisis intervention and the management of psychiatric episodes.
- Stabilization of the mentally ill and the prevention of psychiatric deterioration in the correctional setting.
- Psychotropic medication management and psychotherapy.
- Suicide prevention.
- Segregation rounds by qualified health care professionals.
- Treatment of severe adjustment disorders.
- Referral, transportation and admission to licensed mental health facilities for inmates whose psychiatric needs exceed the treatment or housing capability of the facility.
- Obtaining and documenting informed consent.
- Release planning services.

710.4 BASIC MENTAL HEALTH SERVICES

Inmates may be referred to qualified health care professionals through a variety of methods, which include the medical screening process, the mental health appraisal process and self-referral or

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staff referral. Qualified health care professionals should respond to all referrals in a timely manner and initiate the appropriate treatment services.

(a) If the inmate has received previous mental health treatment, the inmate should be asked to complete a release of information form so his/her treatment records can be obtained.

(b) Inmates who have been determined to be in need of ongoing mental health services after their release from this facility should be provided with information about community mental health treatment resources. Arrangements for more comprehensive mental health care may be made, if appropriate.

(c) Inmates who are identified as being developmentally disabled should be evaluated for special housing needs. The qualified health care professional should work in cooperation with classification personnel to establish the best reasonably available housing option.

(d) Inmates who are suspected or known to be developmentally disabled should receive a mental health appraisal by the qualified health care professional or health-trained Correctional Deputies as soon as reasonably practicable but no later than 24 hours after booking. Inmates who are developmentally disabled should be referred, where appropriate and available, for placement in non-correctional facilities or in units specifically designated for housing the developmentally disabled.

(e) Inmates enrolled in mental health treatment, including psychiatric medication management, should be provided information regarding the risks and benefits to treatment. Informed consent documents should be signed by the inmate to establish his/her consent to treatment. The signed forms should be placed in the inmate’s health record and retained in accordance with established records retention schedules.

(f) A treatment plan should be established for all inmates enrolled in mental health services.

1. Psychiatric and special needs treatment plans shall be reviewed every 180 days, at a minimum. Inmates taking psychotropic medication should be seen by a psychiatrist at least every 90 days. Inmates classified as requiring mental health special needs should be seen at least monthly by a qualified health care professional.

2. Inmates enrolled in other ongoing forms of mental health treatment should have treatment plan updates completed every six months, at a minimum.

3. Inmates who present to the qualified health care professional as having notable difficulty adjusting to the correctional environment, but who are not diagnosed with a serious mental illness, should be evaluated for the appropriateness of mental health treatment. Consideration should be given to the qualified health

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care professional and the facility staff working together to address the issues that may be affecting the inmate's ability to adjust to incarceration.

(g) The qualified health care professional should utilize a site-specific suicide prevention program to ensure the safety of inmates who present with a risk of self-harm.

1. Qualified health care professionals should be assigned to daily rounds in the segregation unit to determine the mental health status of inmates housed there.
2. Segregated inmates may be referred by the jail staff to qualified health care professionals for follow-up if concerns arise regarding their ability to function in disciplinary detention.

(h) If the qualified health care professional has concerns about the level of mental health services that are required to manage an inmate housed in the facility, the health authority shall be notified and the Responsible Physician shall be the decision-maker regarding the health care needs of the inmate.

1. The Responsible Physician may consult with a psychiatrist, specialist or other health care service in determining whether the inmate should be transferred to a facility that is better equipped to handle the inmate's psychiatric needs.
2. The Responsible Physician should notify the Superintendent of the request to transfer the inmate for medical treatment.
3. The case review and disposition of the patient should be documented in the inmate's health record and retained in accordance with established records retention schedules.

Inmates determined to be in need of substance abuse treatment services should be informed of the facility programs available and shall be provided information about community substance abuse treatment resources.

710.5 COMPETENCY EVALUATIONS AND RESTORATION SERVICES

The Superintendent shall ensure competency evaluators have reasonable, timely, and appropriate access to inmates for the purpose of performing their evaluations (RCW 10.77.625).

If an offer of admission for competency evaluation or restoration services is received for an inmate, the Superintendent shall ensure the inmate is transported to a facility designated by the Washington Department of Social and Health Services within one day of receipt (RCW 10.77.625).

710.6 FORENSIC NAVIGATOR FOR COMPETENCY EVALUATIONS

When a court-appointed forensic navigator requests access to an inmate referred for a competency evaluation, the Superintendent shall provide access within 24 hours of the request. The Superintendent shall also provide relevant information relating to the inmate within 72 hours of a request for records (RCW 10.77.615; WAC 388-875-0200; WAC 388-875-0210).

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710.7 CLINICAL INTERVENTION SPECIALISTS

The Superintendent or the authorized designee shall allow clinical intervention specialists access to inmates, and those inmates' health and conduct records, who have been referred for competency evaluation or restoration services by the Department of Social and Health Services (RCW 10.77.680).

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Mental Health Screening and Evaluation

711.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the process by which all inmates receive an initial mental health screening by qualified mental health staff or health-trained custody staff using an instrument developed by qualified health care professionals. The initial mental health screening takes place at the time of booking, and is for the safety of the inmate and the general population. It helps the custody staff to make appropriate classification and housing decisions and to ensure that the treatment and intervention needs of the inmate are met.

711.2 POLICY

It is the policy of this department that all individuals booked into the facility shall receive an initial mental health screening by a qualified mental health professional, qualified mental health staff or health-trained custody staff. A more comprehensive medical appraisal shall be conducted within the first 14 days of incarceration to confirm the initial findings and to ensure that, if needed, an appropriate treatment plan that meets the individual needs of the inmate is in place.

711.3 MENTAL HEALTH SCREENING

The initial screening is designed to identify whether mental health conditions exist that require immediate or ongoing intervention. The screening shall be performed prior to the inmate being placed in general housing and should include:

(a) Inquiry into whether the inmate is or has:
    1. Thoughts or history of suicidal behavior.
    2. Been prescribed or is taking any psychotropic medication or antidepressants.
    3. Being treated for mental health issues.
    4. A history of psychiatric treatment.
    5. A history of substance abuse or been treated for substance abuse.

(b) Any observation of:
    1. Appearance and behavior.
    2. Abuse, injury or trauma.
    3. Symptoms of aggression, depression or psychosis.

(c) A determination of whether the inmate is cleared for or referred to:
    1. General housing.
    2. General housing with mental health referral.
    3. Mental health emergency treatment.

This information shall be recorded on the medical screening form. It will become part of the inmate’s health record and be retained in accordance with established records retention schedules.

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711.4 MENTAL HEALTH REFERRALS

Qualified mental health staff should administer a complete and thorough evaluation of inmates referred for treatment as soon as practicable, but no later than 14 days from the referral. The evaluation should include:

- Review of the inmate’s screening and appraisal information.
- Observations of the inmate’s behavior.
- Information gathered from interviews and testing to determine the inmate’s mental health condition, intellect, personality, problems and ability to deal with a custody environment.
- Collection of the inmate’s mental health history.

Following the evaluation, a plan of treatment and maintenance, which may include a complete psychological evaluation, should be developed to meet the inmate’s needs.

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Special Needs Medical Treatment

712.1 PURPOSE AND SCOPE

This purpose of this policy is the proper treatment and management of inmates with chronic diseases and special needs. This is accomplished by utilizing nationally recognized, generally accepted clinical guidelines and establishing communication between qualified health care professionals and custody personnel.

712.1.1 DEFINITIONS

Definitions related to this policy include:

Chronic disease - An illness or condition that affects an individual's well-being for an extended interval, usually at least six months, and generally is not curable but can be managed for optimum functioning within any limitations the condition creates in the individual.

Chronic disease program - The inmate has regular clinic visits during which a qualified health care professional monitors the medical condition and adjusts treatment as necessary. The program also includes patient education for symptom management.

712.2 POLICY

It is the policy of this department that all individuals identified as having chronic diseases or special needs are being monitored by a healthcare professional if they desire to decrease the frequency and severity of the symptoms, prevent disease progression and complication, and foster improved function.

When a qualified health care professional recognizes that an inmate requires accommodation due to a special need, custody personnel should be notified in writing. Consultation between the qualified health care professional and custody personnel should occur regarding the condition and capabilities of inmates with known special needs prior to a housing, work or program assignment, transfer to another facility or the imposition of disciplinary action.

Qualified health care professionals shall furnish special needs information regarding inmates to custody personnel in order for them to accurately classify and house inmates in the facility. It is the responsibility of the Superintendent or the authorized designee to ensure that inmates with special needs are receiving the proper care and that their needs are effectively communicated to custody staff for appropriate accommodation.

712.3 CLINICAL PRACTICE GUIDELINES

The Superintendent or designee will verify with Ferry County Public Health Clinic that clinical protocols are consistent with the National Clinical Practice Guidelines if clinic is required.

The clinical protocols for the management of chronic disease and special needs include, but are not limited to:

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- Communicable diseases
- Developmentally disabled inmates
- Diabetes
- Dialysis
- Frail or elderly inmates
- High blood cholesterol
- HIV
- Hypertension
- Mental illness
- Mobility impairments
- Pregnancy
- Seizure disorder
- Suicidal ideation
- Terminally ill
- Tuberculosis

712.4 DOCUMENTATION

Documentation in an inmate's medical record should include information regarding the chronic disease protocols deployed, who is responsible for the various protocols, the extent to which the chronic disease protocols are being followed and should include, but not be limited to:

- The frequency of follow-up for medical evaluation.
- How the treatment plan was adjusted when clinically indicated.
- The type and frequency of diagnostic testing and prescribed therapeutic regimens.
- The prescribed instructions for diet, exercise, adaptation to the custody environment and medication.
- Clinical justification of any deviation from the established protocol.

A master list of all chronic disease and special needs patients should be maintained by the Superintendent or the authorized designee.

712.5 CHRONIC CARE PROGRAM

(a) Newly incarcerated inmates shall receive a medical screening. This screening includes the documentation of any acute or chronic health problems or injuries, special needs, and any medications or treatments the inmate is currently receiving.

1. If the inmate has been incarcerated previously, his/her health records should be reviewed.

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2. A special needs communication form should be completed and sent to the classification unit, the Sergeant and the housing officer to ensure the inmate is properly housed.

3. Current medications being taken by the inmate should be verified and continued as deemed appropriate by the Responsible Physician.

4. A health assessment shall be completed within 14 days of incarceration and a physical examination conducted within six months of incarceration if needed or requested.

5. The status of a special needs inmate should be evaluated, at minimum, every 90 days to determine the need for the continued designation or as healthcare providers deem necessary.

(b) The Superintendent or the authorized designee and the Responsible Physician or the authorized designee if one is assigned should consult with one another prior to taking action regarding any special needs inmate with regard to housing, program or work assignments, disciplinary measures or transfers to other facilities.

1. When immediate action is required and prior consultation is not reasonably practicable, that consultation should occur as soon as practicable but no later than 72 hours post-action.

(c) Individual treatment plans are used to guide treatment for episodes of illness. The format for treatment planning may vary, but should include, at a minimum:

1. The frequency of follow-up for medical evaluation and adjustment of treatment modality.

2. The type and frequency of diagnostic testing and therapeutic regimens.

3. When appropriate, instructions about diet, exercise, adaptation to the correctional environment and medication.

(d) Reasonable effort should be made to obtain health information and records from previous health care services, with the consent of the inmate, when the inmate has a medical problem that was being treated prior to incarceration.

(e) Upon transfer to another correctional facility, a summary of the inmate’s current condition, medications and treatment plan will be forwarded to the receiving facility in a sealed envelope to maintain inmate privacy.

(f) Requests for health information from community health care services must be submitted with the inmate’s written consent. If the inmate does not consent, the community health care service may be advised that the person is an inmate, and the health information may not be provided without the inmate’s written consent.

(g) When inmates are sent out of this facility for emergency or specialty treatment, written information regarding the inmate’s current medical status and treatment should accompany the inmate. Upon return to the facility, treatment recommendations from outside health care services should be reviewed by the Corrections staff for any changes in the custodial environment or in-house treatment plan. If follow-up appointments are required, Corrections staff will schedule.

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(h) Inmates identified as developmentally disabled shall be considered for discharge planning services.

1. The local center for the developmentally disabled will be contacted within 24 hours of incarceration of an inmate suspected to be developmentally disabled.
2. Referrals will be made to the jail’s discharge planning specialist. If no such position exists, the need for transition planning should be noted on the treatment plan.

(i) With the inmate’s written consent, the Corrections staff should:

1. Share necessary information with outside health care services.
2. Arrange for follow-up appointments.

(j) Contacts with community providers should be documented via an administrative note in the patient’s health record.

(k) Patients with serious mental health issues, including those receiving psychotropic medication, will be informed about community options for continuing treatment and provided with follow-up appointments when possible.

(l) Medications should be provided as appropriate.

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Communicable Diseases

713.1 PURPOSE AND SCOPE

This policy is intended to provide guidelines for facility staff to assist in minimizing the risk of contracting and/or spreading communicable diseases. The policy offers direction in achieving the following goals:

(a) Managing the risks associated with bloodborne pathogens (BBP), aerosol transmissible diseases (ATD) and other potentially infectious substances.

(b) Providing appropriate treatment for ill inmates while minimizing the risk of the spread of disease.

(c) Making decisions concerning the selection, use, maintenance, limitations, storage and disposal of personal protective equipment (PPE).

(d) Ensuring proper reporting to local, state and federal agencies.

(e) Establishing procedures for the identification, education, immunization, prevention, surveillance, diagnosis, medical isolation (when indicated), treatment and follow-up care for new inmates, and for inmates or employees who have contracted a communicable disease from an ill inmate.

(f) Providing appropriate treatment, counseling and confidentiality should an employee become exposed to a communicable disease.

(g) Protecting the privacy rights of all personnel who may be exposed to or contract a communicable disease during the course of their duties.

713.1.1 DEFINITIONS

Definitions related to this policy include:

Aerosol transmissible disease (ATD) - A disease or pathogen for which droplet (whooping cough, influenza, streptococcus) or airborne (measles, chickenpox, tuberculosis) precautions are required.

Aerosol transmissible disease (ATD) exposure - Any event in which all of the following have occurred:

- An employee has been exposed to an individual who has or is suspected to have an ATD, or the employee is working in an area or with equipment that is reasonably expected to contain aerosol transmissible pathogens associated with an ATD.
- The exposure occurred without the benefit of applicable exposure controls required by this section.
- It reasonably appears from the circumstances of the exposure that transmission of disease is likely sufficient to require medical evaluation.

Airborne precautions - These include the use of an Airborne Infection Isolation Room (AIIR) that meets the American Institute of Architects/Facility Guidelines Institute (AIA/FGI) standards for

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AIIRs, for infectious agents such as measles, chickenpox, and tuberculosis, in addition to medical personnel wearing masks or respirators.

Bloodborne pathogens (BBP) - Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include but are not limited to hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV).

Bloodborne pathogen exposure - Includes but is not limited to the contact of blood or other potentially infectious materials with the eyes, mouth, other mucous membranes, non-intact skin, needle sticks, human bites, cuts, abrasions, or any contact with blood or bodily fluids that is synonymous with BBP exposure as defined by the federal Centers for Disease Control and Prevention (CDC).

Ectoparasitic infections - Parasites that live on the skin, such as lice (pediculosis) and scabies (sarcoptic mange). Both infections are communicable and may lead to secondary infections.

HBV - Hepatitis B

HIV - Human immunodeficiency virus

Medical isolation - Housing in a separate room with a separate toilet, hand-washing facility, soap, and single-service towels, and with appropriate accommodations for showering.

NIOSH - National Institute for Occupational Safety and Health

Nosocomial - Acquired during hospitalization. Nosocomial infections are infections that present 48 to 72 hours after admission to a hospital.

OSHA - Occupational Safety and Health Administration

Personal protective equipment (PPE) - Respiratory equipment, garments, gloves, and other barrier materials designed to reduce employee exposure to hazards.

Source control measures - The use of procedures, engineering controls, and other devices or materials to minimize the spread of airborne particles and droplets from an individual who has or exhibits signs or symptoms of having an ATD.

Standard precautions - Infection control practices used to prevent the transmission of disease that can be acquired by contact with blood, bodily fluids, non-intact skin (including rashes), and mucous membranes. Applies to all inmates receiving care, regardless of diagnosis or presumed infection status.

Universal precautions - A set of precautions designed to prevent transmission of HIV, HBV, and other BBP when providing first aid or health care.

713.2 POLICY

It is the policy of this department to maintain an effective program that focuses on the identification, education, immunization, prevention, surveillance, diagnosis, medical isolation (when indicated), treatment, follow-up and proper reporting to local, state and federal agencies of communicable

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diseases. The program is designed to ensure that a safe and healthy environment is created and maintained for all occupants of the facility.

713.2.1 EXPOSURE CONTROL OFFICER

The Superintendent shall designate an Exposure Control Officer (ECO) who shall be responsible for:

(a) Establishing written procedures and a training program related to BBPs.

(b) Establishing written procedures and a training program related to ATDs.

(c) Establishing written procedures to comply with reporting requirements in the Washington Industrial Safety and Health Act (RCW 49.17.010 et seq.; WAC 296-800-110 et seq.).

(d) Working with the Superintendent to develop and administer any additional related policies and practices necessary to support the effective implementation of an Exposure Control Plan.

(e) Acting as a liaison during OSHA inspections and conducting program audits to maintain a current Exposure Control Plan.

(f) Maintaining a current list of facility staff requiring training, developing, and implementing a training program, maintaining class rosters and quizzes, and periodically reviewing the training program.

(g) Reviewing and updating the Exposure Control Plan annually, on or before January 1 of each year.

All Corrections staff are responsible for exposure control within the jail. They shall work directly with the ECO and the affected employees to ensure that the proper procedures are followed.

713.2.2 PROCEDURES

The ECO shall be responsible for establishing, implementing and maintaining effective written procedures for the following:

(a) Incorporating the recommendations contained in the CDC’s “Respiratory Hygiene/ Cough Etiquette in Healthcare Settings.”

(b) Screening and referring cases and suspected cases of ATD to appropriate facilities within five hours of identification.

(c) Creating a multidisciplinary team, including the Responsible Physician (if available), and security and administrative representatives, who will meet at least quarterly to review and discuss communicable disease issues and activities. The ECO shall retain minutes of these meetings in accordance with established records retention schedules. The ECO also shall coordinate with the local public health entity on appropriate policy and procedure.

(d) Communicating with employees, other employers and the local health office regarding the suspected or diagnosed infectious disease status of referred inmates, including notification of exposed employees.

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(e) Reducing the risk of ATDs through the Exposure Control Plan and reviewing the plan at least annually.

(f) Reducing the risk of exposure to BBPs (HIV, hepatitis).

(g) Providing a system of medical services for employees who may become exposed to communicable diseases during the course of their employment.

(h) Ensuring that all employees who have occupational exposure to communicable diseases participate in a training program at the time of their initial assignment, at least annually thereafter, and any time there is a change in working conditions.

(i) Making all exposure and treatment plans available for employees, employee representatives and NIOSH review.

713.3 COMMUNICABLE DISEASE PROGRAM COMPONENTS

713.3.1 SURVEILLANCE

Surveillance takes place throughout the period of the inmate's incarceration and is done in a variety of encounters and inspections. These should include, but are not limited to, the following:

(a) **Medical screening** - Each newly booked inmate should be evaluated for health care needs and signs and symptoms of infectious disease. The receiving screening includes questions regarding known symptoms of TB, HIV, sexually transmitted diseases (STDs) and HBV. The individual completing the medical screening should observe the inmate for obvious signs of infection.

(b) **Sick call and referrals** - At any time during incarceration an inmate may request to be evaluated for an infectious disease through the sick call process. Health and correctional staff can request that an inmate be evaluated if they notice any signs of potentially infectious disease.

(c) **Contact investigation** - When an inmate housed in the general population develops symptoms of an infectious disease, the Superintendent or authorized designee should work cooperatively with the public health department to provide appropriate screening and testing of potentially exposed persons.

(d) **Environmental health and safety inspections** - The health and safety of the facility environment should be inspected by the local public health entity and reported to the Superintendent at least quarterly in a written report. Conditions identified as adversely affecting the health and safety of the inmates and/or employees or visitors should be promptly addressed and corrected.

713.3.2 IDENTIFICATION

Any inmate suspected of having a communicable disease will be evaluated by a qualified health care professional as soon as reasonably practicable. Inmates suspected of having communicable diseases will be appropriately isolated until disease confirmation and the period of communicability is determined. Long-term housing consideration will be based on the classification status as well as the behavior, medical needs and safety of inmates and staff. These inmates should be examined by a qualified health care professional as soon as possible at Ferry County health Clinic. The

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instructions of the qualified health care professional regarding care of the patient and sanitizing of eating utensils, clothing and bedding shall be carefully followed.

713.3.3 TREATMENT

Qualified health care professionals shall provide care as directed by the Responsible Physician.

(a) The Responsible Physician and the Superintendent should collaborate on treatment planning with the public health department, as appropriate.

(b) Complete documentation of the signs, symptoms, diagnostic results, treatment and outcome of care provided to inmates who are suspected or confirmed as having a communicable disease should be entered into the inmate's health record.

713.3.4 COMMUNICATION

The Superintendent should ensure the following notifications are made whenever a communicable disease is identified:

(a) Notification to the public health authority of all reportable diseases and conditions should be made as soon as practicable. This is done by completing appropriate forms, and if necessary, contacting the public health department directly for situations of multiple spread occurrences.

(b) The Superintendent should be kept informed of any incidence of communicable disease.

(c) The Superintendent should be apprised of any medical situation that raises the risk of disease level for inmates, correctional officers or any other staff members.

713.3.5 CONTINUOUS QUALITY IMPROVEMENT

A continuous quality improvement committee should be formed consisting of the Responsible Physician, the Superintendent or the authorized designee and a representative from the local public health entity. The purpose of the committee is to monitor infection control issues and evaluate infection control processes to ensure effectiveness.

Monthly statistics should be collected by health care services and assembled into a report presented by the Superintendent or the authorized designee, detailing surveillance activities, disease identification and cases treated. The committee should meet quarterly and should discuss topics specific to infection control and communicable disease. Minutes of the meetings should be retained in accordance with established records retention schedules.

713.3.6 EMPLOYEE TRAINING

The Superintendent or the authorized designee shall provide education to all correctional staff who have contact with infected inmates during the initial employee orientation and annually thereafter. The Training Officer shall schedule this training and shall retain all associated records in accordance with established records retention schedules.

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713.3.7 DATA COLLECTION AND REPORTING

The health authority should be responsible for ensuring the systematic collection and analysis of data to assist in the identification of problems, epidemics or clusters of nosocomial infections. All reportable illnesses as defined by the public health department should be reported as required.

713.3.8 STANDARD PRECAUTIONS

Standard precautions should be used by health care professionals to minimize the risk of exposure to blood and bodily fluids of infected patients. The Superintendent or authorized designee shall be responsible for establishing basic guidelines including, but not limited to:

- Washing hands or using hand sanitizer before and after all patient or specimen contact.
- Handling all blood and bodily fluids such as saliva, urine, semen and vaginal secretions as if they are known to be infectious. Where it is not possible to distinguish between fluid types, all bodily fluids are to be assumed infectious.
- Wearing gloves for potential contact with blood and other bodily fluids.
- Placing used syringes immediately in a nearby, impermeable container. Do not recap or manipulate any needle in any way.
- Wearing protective eyewear and a mask if splatter with blood or other bodily fluids is possible.
- Handling all linen soiled with blood and/or bodily secretions as infectious.
- Processing all laboratory specimens as infectious.
- As appropriate, wearing a mask for TB and other ATDs.

713.3.9 TRANSMISSION-BASED PRECAUTIONS

Transmission-based precautions may be needed in addition to universal precautions for selected patients who are known or suspected to harbor certain infections. These precautions are divided into three categories that reflect the differences in the way infections are transmitted. Some diseases may require more than one category (RCW 70.48.480).

(a) Airborne precautions are designed to prevent the spread of ATDs, which are transmitted by minute particles called droplet nuclei or contaminated dust particles. These particles, because of their size, can remain suspended in the air for long periods of time, even after the infected person has left the room. Some examples of diseases requiring airborne precautions are TB, measles and chicken pox.

1. An inmate requiring airborne precautions should be assigned to a designated respiratory isolation room with special ventilation requirements. The door to this room must be closed at all possible times. If an inmate must move from the isolation room to another area of the facility, the inmate should wear a mask during transport. Anyone entering the isolation room to provide care to the inmate must wear a respirator.

(b) Droplet precautions are designed to prevent the spread of organisms that travel on particles much larger than the droplet nuclei. These particles do not spend much time

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suspended in the air, and usually do not travel beyond a few feet of the inmate. These particles are produced when an inmate coughs, talks or sneezes. Examples of disease requiring droplet precautions are meningococcal meningitis, influenza, mumps and German measles (rubella).

1. All staff should wear masks within 3 feet of the inmate. Inmate movement should be restricted to the minimum necessary for effective facility operations. The inmate should wear a mask during transport.

(c) Contact precautions are designed to prevent the spread of organisms from an infected inmate through direct (touching the inmate) or indirect (touching surfaces or objects the inmate touched) contact. Examples of inmates who might be placed in contact precautions are those infected with the following:

1. Antibiotic-resistant bacteria
2. Hepatitis A
3. Scabies
4. Impetigo
5. Lice

The following guide shall be used to determine the appropriate precautions that are necessary to reduce the risk of infection transmission while inmates are being transported. Inmates shall receive training on the disease transmission process and will be provided with appropriate barrier devices.

Precautions for inmate contact and transportation

	GLOVES	**SURGICAL MASKS**	**N95 MASKS**	**ISOLATION GOWNS**
Contact				
Inmate	No	No	No	No
Personnel	Yes	No	No	Yes
Droplet				
Inmate	No	Yes	No	No
Personnel	No	Yes	No	Yes
Airborne				
Inmate	No	Yes	No	No
Personnel	No	No	Yes	No

713.3.10 ENVIRONMENTAL HEALTH AND SAFETY

The Superintendent or the authorized designee shall conduct a monthly inspection of areas where health services are provided to verify the following:

- The equipment is inspected and maintained to the manufacturer’s recommendations.
- The area is clean and sanitary.

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- The appropriate measures are being taken to ensure the unit is occupationally and environmentally safe.

713.3.11 REGULATED WASTE

The Superintendent or the authorized designee, in coordination with the Responsible Physician, will provide for the management of biohazardous materials and waste and the establishment of a protocol for the decontamination of equipment used in medical and dental treatment. Medical and dental equipment decontamination shall comply with all applicable local, state and federal regulations. Precautions may include, but are not limited to:

(a) Discarding biohazardous waste in red plastic bags marked with the word BIOHAZARD and displaying the international symbol for biohazardous material. Contaminated disposable PPE shall be discarded in these receptacles.

(b) Whenever a large amount of fluid blood is present, an absorbent powder should be used to gelatinize the fluid, which should assist in clean up. Standard precautions shall be used when removing the product that should then be placed in a red biohazard bag.

(c) Used biohazard bags shall be stored in covered, rigid waste receptacles in designated locations pending weekly removal by a biohazard waste removal contractor.

(d) Records documenting biohazardous waste removal, spore count logs and cleaning logs shall be retained in accordance with established records retention schedules.

713.4 ECTOPARASITE CONTROL

Ectoparasite control will be initiated, where clinically indicated, immediately following the medical screening or when the inmate manifests signs and symptoms of lice or scabies.

(a) Any inmate who indicates parasitical infection upon entering the facility shall be treated by a qualified health care professional.

(b) Any inmate suspected of having lice/scabies will have an appointment scheduled as soon as possible.

(c) An inmate may access sick call if he/she believes there is a problem with lice/scabies.

(d) A qualified health care professional shall evaluate any inmate with a lice/scabies complaint. If there are positive findings, the inmate shall be treated for the infestation accordingly.

1. The lice and scabies treatment guidelines will be followed by the qualified health care professional if a physician’s order for administering medication is obtained.

    (a) The prescribing physician shall be notified if the inmate is pregnant, as certain medications are contraindicated for pregnant women. An alternative topical application must be prescribed in these situations.

    (b) Documentation in the medical record should include the patient’s symptoms, observations regarding the condition, patient education and prescribed treatment.

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2. The inmate’s clothing and linen shall be removed from his/her cell, placed in a water-soluble laundry bag and sent to the laundry. These items are considered contaminated and must be disinfected by:
    (a) Machine washing (hot cycle), machine drying (hot cycle), dry cleaning or ironing, or
    (b) Storage in a plastic bag for non-washable items for 10-14 days (head lice), seven days (pubic lice). This method is not recommended for body lice.
    (c) Isolation is not necessary as long as clothing and bedding are properly disinfected, and inmates do not share items.
        1. An inmate having poor hygiene should be housed in a single cell until 24 hours after beginning treatment.
        2. Gloves are to be used for direct contact until the inmate has been treated and the clothing/bedding have been removed for disinfecting.
3. Cellmates, sexual partners and any personnel having direct hands-on contact with an infected inmate should be evaluated for prophylactic treatment because of the long incubation period of the scabies parasite. If possible, public health department should be notified to inform potential contacts not in custody.

713.5 EMPLOYEE EXPOSURE CONTROL

All facility staff that may come in contact with another person’s blood or bodily fluids shall follow these procedures and guidelines. For the purposes of this policy, contact with blood or bodily fluids is synonymous with BBP exposure.

All employees shall use the appropriate barrier precautions to prevent skin and mucous membrane exposure whenever contact with blood or bodily fluid is anticipated. Disposable gloves shall be worn, if reasonably possible, before making physical contact with any inmate and when handling the personal belongings of an inmate.

Should gloves come in contact with blood or other bodily fluids, the gloves shall be disposed of as contaminated waste. Care should be taken to avoid touching other items (e.g., pens, books or other personal items) while wearing disposable gloves in a potentially contaminated environment. All procedures involving blood or other potentially infectious materials shall be done in a way to minimize splashing, spraying or otherwise generating droplets of those materials.

Eating, drinking, smoking, applying lip balm and handling contact lenses shall be prohibited in areas where the potential for exposure exists.

713.5.1 IMMUNIZATIONS

All facility staff members who may be exposed to, or have contact with, a communicable disease shall be offered appropriate treatment immunization. The ability of staff to provide health care services is predicated on a safe and secure working environment where employees feel safe to do their work, and assures public safety.

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Staff shall also receive a TB test prior to job assignment and voluntary annual testing thereafter, at no cost to the employee.

The HBV immunization shall be available to all employees who have direct inmate contact and who test negative for HBV antibodies. The immunization is voluntary and provided at no cost to the employee. Employees who decline the offer of immunization and/or test shall be required to sign a waiver. Employees receiving immunization and testing shall be required to sign a consent form. Employees may reverse their decision to decline at any time by signing a consent form.

713.5.2 PERSONAL PROTECTIVE EQUIPMENT (PPE)

The PPE is the last line of defense against communicable disease. Therefore, the following equipment is provided to all personnel to assist in the protection against such exposures:

- Disposable latex gloves
- Safety glasses or goggles
- Rescue mask with a one-way valve
- Alcohol (or similar substance) to flush skin

The PPE should be inspected at the start of each shift and replaced immediately after each use and when it becomes damaged.

713.5.3 DECONTAMINATION OF PERSONAL PROTECTIVE EQUIPMENT

After using any reusable PPE, it shall be washed or disinfected and stored appropriately. If it is not reusable (e.g., disposable gloves), it shall be discarded in a biohazard waste container.

Any PPE that becomes punctured, torn or loses its integrity shall be removed as soon as reasonably feasible. The employee shall wash up and replace the PPE if the job has not been terminated. If the situation resulted in a contaminated non-intact skin event, the affected area shall be decontaminated as described below.

A contaminated reusable PPE that must be transported prior to cleaning shall be placed into a biohazard waste bag. Gloves shall be worn while handling the biohazard waste bag and during placement into the biohazard waste container. The gloves shall be included with the waste.

713.5.4 DECONTAMINATION OF SKIN AND MUCOUS MEMBRANES

Personnel shall wash their hands as soon as possible following the removal of potentially contaminated gloves. Antibacterial soap and warm water or an approved disinfectant shall be used, paying particular attention to the fingernails.

If an employee’s intact skin contacts someone else’s blood or bodily fluids or other potentially infectious materials, the employee shall immediately wash the exposed part of his/her body with soap and warm water and/or an approved disinfectant as soon as possible. If the skin becomes grossly contaminated, body washing shall be followed by an approved hospital strength disinfectant. If large areas of the employee’s skin are contaminated, the employee shall shower

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as soon as reasonably possible, using warm water and soap and/or an approved disinfectant. Medical treatment should be obtained.

Contaminated non-intact skin (e.g., injured skin, open wound) shall be cleaned using an approved disinfectant and then dressed or bandaged as required. Medical treatment is required. All hand, skin and mucous-membrane washing that takes place shall be done in the designated cleaning or decontamination area. Cleaning shall not be done in the kitchen, bathrooms or other locations not designated as a cleaning or decontamination area.

713.5.5 DECONTAMINATION OF CLOTHING

Contaminated clothing such as uniforms and undergarments shall be removed as soon as reasonably feasible and rinsed in cold water to prevent the setting of bloodstains. If the clothing may be washed in soap and hot water, do so as soon as reasonably possible.

If the clothing must be dry-cleaned, place it into a biohazard waste bag and give it to the ECO. The ECO will secure a dry cleaner that is capable of cleaning contaminated clothing, and shall inform the dry cleaner of the potential contamination. The cost of dry cleaning shall be paid according to labor contract agreements.

Contaminated leather boots shall be brushed and scrubbed with detergent and hot water. If the contaminant soaked through the boot, the boot shall be discarded and replaced. The cost of replacement shall be paid according to labor contract agreements.

713.5.6 DECONTAMINATION OF VEHICLES

Contaminated vehicles and components such as the seats, radios and doors, shall be washed with soap and warm water and disinfected with an approved germicide as soon as reasonably feasible.

713.5.7 DECONTAMINATION OF THE CLEANING AREA

The ECO shall designate a location in the facility that will serve as the area for cleaning/ decontamination. This area is to be used to keep equipment clean and sanitary and for employees to wash any potential contamination from their bodies. This area is to be thoroughly cleaned after each use and to be maintained in a clean and sanitary order at all times between each use. The application of cosmetics, smoking of cigarettes and consumption of food and drink are prohibited in this area at all times.

713.6 SHARPS AND ITEMS THAT CUT OR PUNCTURE

All personnel shall avoid using or holding sharps (needles) unless they are assisting medical personnel or collecting them for evidence. Unless required for reasons related to evidence preservation, employees are not to recap sharps. If recapping is necessary, a one-handed method shall be employed to avoid a finger prick. Disposal, when possible, shall be into a puncture-proof biohazard container.

All sharps and items that cut or puncture (e.g., broken glass, razors and knives) shall be treated cautiously to avoid cutting, stabbing or puncturing one’s self or any other person. In addition, if a sharp object contains known or suspected blood or other bodily fluids, that item is to be treated

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as a contaminated item. If the item is not evidence, touching it with the hands shall be avoided. Rather, use a device such as tongs or a broom and a dustpan to clean up debris. If the material must be touched, protective gloves shall be worn.

713.7 POST-EXPOSURE REPORTING AND FOLLOW-UP REQUIREMENTS

In actual or suspected employee exposure incidents, proper documentation and follow-up action must occur to limit potential liabilities and to ensure the best protection and care for the employees.

713.7.1 EMPLOYEE RESPONSIBILITY TO REPORT EXPOSURE

To provide appropriate and timely treatment should exposure occur, all employees should verbally report the exposure to their immediate supervisor and complete a written exposure report as soon as possible following the exposure or suspected exposure. That report should be submitted to the employee's immediate supervisor. Employees should document in the exposure report whether they would like the person who was the source of the exposure to be tested for communicable diseases.

713.7.2 SUPERVISOR REPORTING REQUIREMENTS

The supervisor on-duty shall investigate every exposure that occurs as soon as reasonably possible following the incident, while gathering the following information:

(a) Name and employee identification number of the employee exposed

(b) Date and time of incident

(c) Location of incident

(d) What potentially infectious materials were involved

(e) Source of material or person

(f) Current location of material or person

(g) Work being done during exposure

(h) How the incident occurred or was caused

(i) PPE in use at the time of the incident

(j) Actions taken post-event (e.g., clean-up, notifications)

The supervisor shall advise the employee of the laws and regulations concerning disclosure of the identity and infectious status of a source, and of information contained in this policy regarding source testing.

If the ECO is unavailable to seek testing of the person who was the source of the exposure, it is the responsibility of the exposed employee's supervisor to ensure testing is sought according to the guidelines in this policy.

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713.7.3 MEDICAL CONSULTATION, EVALUATION AND TREATMENT

Any employee who was exposed or who suspects he/she was exposed to HIV or to hepatitis B or C should be seen by a physician or qualified health care professional as soon as reasonably possible.

The doctor or qualified health care professional should be given the supervisor's report and the employee's medical records relevant to the visit and examination. The blood of the exposed employee shall be tested.

The qualified health care professional will provide the ECO and/or the Department's risk manager with a written opinion/evaluation of the exposed employee's medical condition. This opinion should only contain the following information:

- If a post-exposure treatment is indicated for the employee
- If the employee received a post-exposure treatment
- Confirmation that the employee received the evaluation results
- Confirmation that the employee was informed of any medical condition that could result from the exposure incident and whether further treatment or evaluation will be required
- Whether communicable disease testing from the source is warranted, and if so, which diseases the testing should include

All other findings or diagnosis shall remain confidential and are not to be included in the written report.

713.7.4 COUNSELING

The Department shall provide the exposed employee (and his/her family if necessary) the opportunity for counseling and consultation.

713.7.5 CONFIDENTIALITY OF REPORTS

Most of the information involved in this process must remain confidential. The ECO shall ensure that all records and reports are kept in the strictest confidence. The ECO shall be responsible for maintaining records containing the employee's treatment status and the results of examinations, medical testing and follow-up procedures.

The Department's risk manager shall be responsible for keeping the name and Social Security number of the employee and copies of any information provided to the consulting health care professional on file.

This information is confidential and should not be disclosed to anyone without the employee's written consent (except as required by law). Test results from persons who may have been the source of an exposure should be kept confidential as well.

713.7.6 SOURCE TESTING

Testing a person for communicable diseases when that person was the source of an exposure should be done when it is desired by the exposed member, or when it is otherwise appropriate.

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Source testing is the responsibility of the ECO. If the ECO is unavailable to seek timely testing of the source, it is the responsibility of the Superintendent to ensure testing is sought.

Source testing may be achieved by:

(a) Obtaining consent from the individual.

(b) Filing a request with a state or local health officer to order bloodborne pathogen testing when an employee is exposed to the bodily fluids of an arrestee (RCW 70.24.340; WAC 246-100-206).

(c) Receiving an order from the Superintendent for bloodborne pathogen testing for a detainee at the jail (RCW 70.24.360; WAC 246-100-206).

Since there is the potential for overlap between the different manners in which source testing may occur, the ECO is responsible for coordinating the testing to prevent unnecessary or duplicate testing.

The ECO should seek the consent of the individual for testing and consult the County Attorney to discuss other options when no statute exists for compelling the source of an exposure to undergo testing if the individual refuses.

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Detoxification and Withdrawal

715.1 PURPOSE AND SCOPE

Significant percentages of inmates have a history of alcohol and/or drug abuse. Newly incarcerated individuals may enter the facility while under the influence of a substance or they may develop symptoms of alcohol or drug withdrawal. This policy is intended to ensure that the staff is able to recognize the symptoms of intoxication and withdrawal from alcohol or drugs, and that those inmates who are intoxicated or experiencing withdrawal are provided appropriate medical treatment.

This policy also identifies protocols to be used by qualified health care professionals and/or Corrections staff. These protocols are appropriate for inmates who are under the influence of alcohol or drugs or who are experiencing withdrawal from any type of substance abuse.

715.1.1 DEFINITIONS

Definitions related to this policy include:

Alcohol withdrawal - A medical condition characterized by physiological changes that occur when alcohol intake is discontinued in an individual who is addicted to alcohol.

Detoxification - The process by which an individual is gradually withdrawn from drugs by the administration of decreasing doses of the drug on which the person is physiologically dependent, or a drug that is cross-tolerant to the dependent drug, or a drug that medical research has demonstrated to be effective in detoxifying the individual from the dependent drug.

715.2 POLICY

Withdrawal from alcohol or drugs can be a life-threatening medical condition requiring professional medical intervention. It is the policy of this department to provide proper medical care to inmates who suffer from drug or alcohol overdose or withdrawal.

To lessen the risk of a life-threatening medical emergency and to promote the safety and security of all persons in the facility, staff shall respond promptly to medical symptoms presented by inmates.

The Superintendent shall develop written medical protocols on detoxification symptoms necessitating immediate transfer of the inmate to a hospital or other medical facility, and procedures to follow if care within the facility should be undertaken.

715.3 STAFF RESPONSIBILITY

Staff should remain alert to signs of drug and alcohol overdose and withdrawal. These symptoms include, but are not limited to, sweating, nausea, abdominal cramps, anxiety, agitation, tremors, hallucinations, rapid breathing and generalized aches and pains. Any staff member who suspects that an inmate may be suffering from overdose or experiencing withdrawal symptoms shall promptly notify the Superintendent, Sergeant or authorized designee, who shall ensure that a qualified health care professional is promptly notified.

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715.4 CORRECTIONS STAFF RESPONSIBILITY

The Corrections staff will evaluate the inmate using approved protocols in order to determine the most appropriate care plan, which will be based on the patient's history, current physical status and treatment needs. Any patient who cannot be safely treated in the facility will be referred to an appropriate treatment facility off-site.

715.5 PROCEDURE

Inmates who are observed experiencing severe, life-threatening intoxication (overdose) or withdrawal symptoms will be promptly referred to an off-site emergency facility for treatment. Detoxification shall be conducted under medical supervision at the facility or in a hospital or community detoxification center under appropriate security conditions.

If the Corrections staff determines that an inmate is at risk for progression to a more severe level of withdrawal, the inmate will be appropriately housed in an area where he/she can be kept under constant observation by trained correctional staff.

715.6 WITHDRAWAL AND DETOXIFICATION PROTOCOLS

Protocols are available to the Corrections staff to guide the care and treatment of individuals who are intoxicated or experiencing drug and/or alcohol withdrawal. These protocols, which have been developed and approved by the Superintendent and medical facility, fall within nationally accepted guidelines and are reviewed annually.

When dealing with inmates who are in a custody situation, qualified health care professionals shall utilize detoxification protocols in accordance with local, state and federal laws.

No direct supervision is required at the time of identifying and initiating care. Overall supervision is provided by the Corrections staff assigned who shall evaluate and provide care to patients utilizing written procedures and/or physician orders.

715.7 ALCOHOL WITHDRAWAL SYMPTOMS CHART

The following chart describes typical symptoms of mild, moderate and severe withdrawal. It is to be used as a guide for determining when to refer inmates to a qualified health care professional.

Not all symptoms are always present.

	MILD	**MODERATE**	**SEVERE** (Delirium Tremens)
ANXIETY	Mild restlessness and anxiety	Obvious motor restlessness	Extreme restlessness and agitation with appearance of intense fear is common
APPETITE	Impaired appetite	Marked anorexia	Often rejects all food and fluid except alcohol
BLOOD PRESSURE	Normal or slightly elevated systolic	Usually elevated systolic	Elevated systolic and diastolic

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CONFUSION	Oriented, no confusion	Variable confusion	Marked confusion and disorientation
CONVULSIONS	No	May occur	Severe convulsions are common
HALLUCINATIONS	No hallucinations	Often vague, transient, visual and auditory hallucinations and delusions, often with insight, often occurring only at night	Visual and occasional auditory hallucinations, usually of fearful or threatening content. Misidentification of persons and frightening delusions relating to hallucinatory experiences
MOTOR CONTROL	Inner "shaky"	Visible tremulousness	Gross uncontrollable shaking
NAUSEA	Nausea	Nausea and vomiting	Dry heaves and vomiting
PULSE	Tachycardia	Pulse 100-120	Pulse 120-140
SLEEP	Restless sleep or insomnia	Marked insomnia and nightmares	Total wakefulness
SWEATING	None or slight	Obvious	Extreme

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Administration of Psychotropic Medication

716.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines under which an inmate may be involuntarily administered psychotropic medications during a mental health emergency, to protect the safety of the inmate and others.

716.1.1 DEFINITIONS

Definitions related to this policy include:

Mental health emergency - Any emergency situation that requires an immediate response to an individual in psychiatric crisis, for the preservation of life or the prevention of serious bodily harm to the inmate, staff or others. It is not necessary for harm to take place or to become unavoidable prior to involuntary treatment being imposed.

Psychotropic medication - Any medication prescribed for the treatment of symptoms of psychoses and other mental and emotional disorders.

716.2 POLICY

It is the policy of this department that an inmate may be involuntarily given psychotropic medication on an emergency basis only when the inmate is found by a physician to be a danger to him/herself or others by reason of mental disorders.

716.3 MEDICATION IN AN EMERGENCY

Psychotropic medication shall not be administered to an inmate absent an emergency unless the inmate has given his/her informed consent or administration has been authorized under a court order (RCW 10.77.065).

Involuntary emergency administration of psychotropic medication shall occur only under the following conditions:

- The inmate has been afforded interventions, beginning with the least restrictive options, as approved by the Responsible Physician or psychiatrist.
- The administration and duration are authorized by a physician.
- A physician specifies the conditions under which the medication is to be administered.

The details of each condition must be documented in the inmate’s medical record.

Corrections staff will only administer oral medications if available onsite and ordered by an authorized licensed provider. At no time will Corrections staff administer injectable psychotropic medication. If inmate requires psychotropic medications and corrections staff is unable to meet requirements for administration, the inmate is to be transported to an approved facility for evaluation and treatment.

This policy limits the number of times that involuntary psychotropic medication may be administered to one dose only during the mental health emergency, as defined by a qualified

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health care professional. If the emergency is not resolved, the inmate shall be transferred from the jail to an appropriate facility that is designed to treat mental health emergencies.

Psychotropic medication shall not be administered for disciplinary reasons.

716.3.1 PROCEDURES

When it has been determined that an inmate's behavior might lead to death or injury to the inmate or others, and that a mental health emergency is imminent, the following procedures shall be followed:

- The inmate shall be subdued by custody personnel using tactics that provide the safest resolution for the inmate and the involved staff given the circumstances.
- Corrections staff will contact either qualified Mental Health Crisis Counselor or Ferry County Public Hospital Emergency Room for guidance. If recommended Corrections staff will transport inmate to Emergency Room and remain until inmate has responded to treatment or transferred to an inpatient facility for mental health treatment.
- All clinical interaction with the inmate shall be fully documented in the inmate's medical record and shall include the date and time of treatment and the signature of the qualified health care professional.
- Corrections staff will document all interactions on daily long or observation sheet. Officer Reports will be completed for all major issues.

716.3.2 POST ADMINISTRATION CARE

Less restrictive treatment alternatives should be developed as soon as reasonably practicable.

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Health-Trained Staff

717.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process for inmates to access 24-hour health care services.

717.2 POLICY

It is the policy of this department that a designated health-trained staff member shall be responsible for coordinating the delivery of health care services in the facility any time. Additionally, in facilities that do not have full-time qualified health care professionals, the Superintendent shall appoint a staff member to act as a liaison to coordinate health care delivery in the facility under the direction of the Responsible Physician.

717.3 DUTIES OF THE HEALTH-TRAINED STAFF

The Superintendent or the authorized designee, in coordination with the Responsible Physician, shall be responsible for developing a job description for health-trained staff positions. Designated health-trained staff shall be responsible for the following:

- Reviewing the screening forms completed during the booking process for any follow-up care needed.
- Managing triage of health care requests.
- Preparing inmates and their medical records for sick call.
- Assisting with the implementation of orders regarding diets, housing and work assignments.

717.4 TRAINING

The Superintendent, Training Officer and the Responsible Physician shall be jointly responsible for developing a training curriculum for the health-trained staff members and for the delivery of that training, which shall include the following:

- Instruction on proper action in the case of a medical emergency.
- Documentation requirements.
- Appropriate triage of health care requests and follow-up.
- Confidentiality of health information.

717.5 UNREASONABLE BARRIERS

No member of the Ferry County Sheriff's Office correctional facility shall create unreasonable barriers that affect an inmate’s access to health care services. The following are examples of conduct that are likely to create unreasonable barriers and are prohibited:

(a) Punishing inmates for seeking care for their serious health needs.

(b) Assessing excessive inmate medical fees that prevent or deter inmates from seeking care for their serious health needs.

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(c) Deterring inmates from seeking care for their serious health needs by scheduling sick call at unreasonable times.

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Suicide Prevention and Intervention

718.1 PURPOSE AND SCOPE

This policy establishes the suicide prevention and intervention to identify, monitor and, when necessary, provide for emergency response and treatment of inmates who present a suicide risk while incarcerated at the department detention facilities.

This policy is intended to reduce the risk of self-inflicted injury or death by providing tools to the staff that will allow a timely and organized emergency response to suicide, suicide attempts or an inmate's unspoken indication that suicide is being considered. The three key components of this plan are evaluation, training and screening with intervention.

718.2 POLICY

It is the policy of this department to minimize the incidence of suicide by establishing and maintaining a comprehensive suicide prevention and intervention program designed to identify inmates who are at risk of suicide and to intervene appropriately whenever possible. The program shall be developed and approved by the local public health entity and reviewed annually by the Superintendent. A copy of this policy shall be maintained in each unit of the facility where it can be easily accessed by all staff members.

718.3 STAFF TRAINING

All facility staff members who are responsible for supervising inmates shall receive initial and annual training on suicide risk identification, prevention, and intervention, to include, at minimum:

- The provisions of this policy.
- Identification of the warning signs and indicators of potential suicide, including training on suicide risk factors.
- Identification of the demographic and cultural parameters of suicidal behavior, including incidence and variations in precipitating factors.
- Responding to suicidal and depressed inmates.
- Communication between corrections and health care personnel.
- Using referral procedures.
- Housing observation and suicide watch-level procedures.
- Follow-up monitoring of inmates who attempt suicide.

Recommendations for modification to suicide training should be directed to the Superintendent, who shall review the recommendations and approve, if appropriate.

718.4 SCREENING AND INTERVENTION

All inmates shall undergo medical and mental health screening during the intake process. A portion of the intake medical screening is devoted to assessing inmates at risk for suicide. Upon an inmate

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entering the facility, he/she should be assessed by custody staff for the ability to answer medical and mental health screening questions.

Any inmate who appears to be unable to answer the initial medical screening questions shall be examined by a qualified health care professional at a designated hospital and receive medical clearance before acceptance into the jail. Inmates who refuse to answer these questions shall be placed under observation until the screening can be completed or until sufficient information is obtained to allow the staff to make appropriate decisions concerning housing and care.

Staff members shall promptly refer any inmate who is at risk for suicide to classification, health services and mental health services. The inmate shall remain under direct and constant observation in a safe setting until designated staff makes appropriate health care and housing decisions.

718.5 SUICIDE WATCH

Inmates should only be housed on suicide watch with the approval of a qualified health care professional and the Superintendent or authorized designee. If a qualified health care professional is not present in the jail, the Superintendent or authorized designee may make the decision to place an inmate on suicide watch but should notify a qualified health care professional as soon as practicable. Inmates placed on suicide watch shall be closely monitored and housed in a cell that has been designed to be suicide resistant. Prior to housing the inmate, the staff should carefully inspect the cell for objects that may pose a threat to the inmate's safety.

Qualified health care professionals are primarily responsible for the treatment of inmates on suicide watch. Correctional Deputies and general employees are responsible for the physical safety of the inmates. All staff members should coordinate their efforts to ensure that inmates do not have the means or the opportunity to injure themselves.

An observation log shall be maintained for each inmate on suicide watch. A staff member shall be designated to make a direct visual observation of the inmate twice every 30 minutes at approximately 15-minute intervals. A Sergeant, Correctional Deputy, or a qualified health care professional, if available, must observe the inmate at least once every five hours. Each staff member who is required to observe the inmate shall make notations in the observation log documenting the time of observation and a brief description of the inmate's behavior.

An inmate classified as actively suicidal must be continuously monitored by direct visual observation of a correctional deputy. While monitoring may be supplemented by video monitoring, it may never be a substitute for direct visual monitoring.

The status of suicidal inmates should be readily identifiable in a manner discernible by staff. When standard-issue clothing presents a security or medical risk to the inmate or others, the inmate shall be supplied with a security garment that is designed to promote inmate safety and not cause unnecessary humiliation and degradation. Use of the security garment shall be documented in the inmate's health record. Suicidal inmates shall not be permitted to retain undergarments or any other item that can be fashioned into an implement for hanging (e.g., plastic bags, shoelaces,

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or sheets). Inmates shall not be permitted to keep personal property while housed on suicide watch and shall not be permitted to possess razors or other sharp objects, such as pencils, items with staples or any other item that may be used to cause a self-inflicted injury. Physical restraints should only be used as a last resort measure. The decision to use or discontinue use of restraints should be made in consultation with qualified health care professionals.

Inmates who are not actively suicidal but who have expressed suicidal thoughts or have a recent history of self-injurious behavior should be observed by staff at irregular intervals, not to exceed every 15 minutes.

718.5.1 INTERVENTION

Any suicide attempt is a medical emergency. Staff should take action to facilitate emergency medical care and preserve and collect evidence as necessary. A qualified health care professional should be summoned immediately any time the staff suspects a suicide attempt is imminent. Staff should take reasonable and appropriate precautions to mitigate the ability of the inmate to injure him/herself, and should consider establishing and maintaining a non-threatening conversation with the inmate while awaiting assistance. If a qualified health care professional is not immediately available, the inmate should be placed in an appropriate and safe location until such time as qualified health care professionals or the Superintendent is available.

Following a suicide attempt, staff should initiate a medical emergency response and initiate and continue appropriate life-saving measures until relieved by qualified health care professionals. The arriving medical staff should perform the appropriate medical evaluation and intervention. The Superintendent or the authorized designee should be notified in situations when referral and transportation to the emergency room of a local hospital is required.

718.5.2 NOTIFICATION

In the event of an attempted or completed suicide, the Superintendent should be promptly notified. The Superintendent should notify the Sheriff.

The location where a suicide or attempted suicide has occurred should be treated as a crime scene after the inmate has been removed from the cell or after emergency medical care is rendered. The area should be secured and access-controlled to preserve evidence until the appropriate investigation can be completed.

All suicides or attempted suicides shall be documented in an incident report. Any injury must be documented in an inmate injury report.

All in-custody deaths, including those resulting from suicide, should be investigated, and documented in accordance with the Reporting Inmate Deaths Policy.

718.6 FOLLOW-UP

Qualified health care professionals should evaluate any inmate placed on suicide watch within 24 hours of placement or at the next available physician’s visit, whichever is earliest. After evaluation,

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qualified health care professionals should make a recommendation whether to keep the inmate on suicide watch. Only a qualified health care professional may remove an inmate from suicide watch.

All changes in inmate status should be reported to the qualified health care professional to ensure the inmate receives appropriate care. The inmate's health record should be updated to reflect all contacts, treatment and any other relevant information, and the records maintained in accordance with established records retention schedules.

Although the goal of this program is to significantly reduce the risk of in-custody deaths, the ongoing care of suicidal inmates after release must also be considered. Inmates who are at risk for suicide should work with local or area mental health resources and inmate families after release. A correctional deputy should complete the necessary application, documenting the reasons why the inmate is believed to be suicidal. The completed application should accompany the released inmate to the designated facility.

718.6.1 DEBRIEFING

Any suicide attempt or death of an inmate or on-site staff member requires a staff debriefing. Information will be communicated to the oncoming Sergeant and staff to apprise them of the incident and actions taken with regard to the incident. Such debriefing will be appropriately documented and shall be reviewed by administration, security and the Superintendent.

718.7 TRANSPORTATION

Inmates at risk for suicide pose additional challenges during transport and while being held in court holding facilities. The Correctional Deputies should take reasonable steps to closely monitor at-risk inmates whenever they are transported or held in any cell that is not designated as a suicide-watch cell. All additional security and monitoring measures implemented by the staff should be documented in the inmate's record. The Correctional Deputy should ensure that the suicide threat or other danger is communicated to personnel at the receiving facility.

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Inmate Death - Clinical Care Review

719.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the actions and notifications required in the event of an in-custody death and the medical care received by the inmate. The policy requires that a review of all in-custody deaths be conducted to assess the appropriateness of the clinical care provided and the effectiveness of the facility's policies and procedures.

719.1.1 DEFINITIONS

Definitions related to this policy include:

Administrative review - An assessment of the facility's emergency response actions surrounding the death of an inmate. The purpose of the administrative review is to identify areas where operations, policies and procedures may be improved.

Clinical mortality review (CMR) - An assessment of the medical condition of the inmate prior to treatment, the clinical care provided by contractors and the circumstances of the death. The purpose of the CMR is to identify areas of patient care or system policies and procedures that may be improved.

Psychological autopsy - A written reconstruction of an inmate's life with an emphasis on factors that may have contributed to his/her death. This is sometimes referred to as a psychological reconstruction and is usually conducted by a psychologist or other qualified mental health care professional.

719.2 POLICY

It is the policy of this department that all in-custody deaths are reviewed to determine the appropriateness of the clinical care provided, to determine whether existing policies are appropriate or if revision is necessary and to identify any other issues associated with the circumstances of the death. A postmortem examination should be performed according to the laws of the jurisdiction if the cause of death is unknown, if the death occurred under suspicious circumstances or if the inmate was not under current medical care.

719.3 NOTIFICATIONS

In the event of an in-custody death, all authorities with jurisdiction, including the Coroner or the authorized designee shall immediately be notified by the Superintendent or the authorized designee at the time of death.

The Responsible Physician should also be notified and should coordinate with the Superintendent, who will be responsible for notifying his/her chain of command regarding all medical issues surrounding the in-custody death.

Information regarding the individual designated by the deceased inmate for notification should be provided to the Coroner or the authorized designee, who is charged with the responsibility of making such notifications.

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719.4 DOCUMENTATION

The qualified health care professional on-duty at the time of the in-custody death shall ensure that all witnessed facts concerning the death are documented on the inmate's health record. Written documentation should include, but is not limited to, the time of death, the preceding circumstances surrounding the death, nature of the death, treatment rendered and who was notified of the death and by whom.

The Responsible Physician should initiate a death report and document it in accordance with the Continuous Quality Improvement Policy.

719.5 CLOSING THE MEDICAL RECORD

The Responsible Physician should review the inmate's health record to ensure appropriate entries have been made, and within 24 hours of the death have the original and a complete copy of the medical record made and delivered as follows (see the Reporting Inmate Deaths Policy):

(a) Seal the original in an envelope and retain in the custody of the Responsible Physician.

(b) Send the copy to the facility for inclusion into the inmate file and retain in accordance with established records retention schedules.

719.6 DEATH BY SUICIDE

In the event of a suspected inmate suicide, the qualified health care professional shall make a report within 24 hours to the Responsible Physician containing:

(a) The inmate's known mental health history.

(b) The most recent known mental health treatment.

(c) All known circumstances surrounding the suicide.

A psychological autopsy should be conducted by a qualified mental health care professional if the cause of death is determined to be a suicide.

The initial CMR should be conducted by the Responsible Physician and, if available, a mental health care professional. The CMR should be finalized within 30 days by the Responsible Physician. The findings should be shared with the treating staff.

719.7 DEATH REVIEW

All deaths should be reviewed within 30 days. The review shall consist of an administrative review, a CMR and a psychological autopsy if the death was by suicide.

Treating staff shall be informed of the CMR and the administrative review findings at the quarterly continuous quality improvement meeting.

Corrective actions identified through the CMR should be implemented and monitored in accordance with the Continuous Quality Improvement Policy for systemic issues and the Inmate Safety Program Policy for staff-related issues.

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Continuation of Care

720.1 PURPOSE AND SCOPE

The purpose of this policy is to establish and maintain a proactive health system in the facility that fosters the continuation of health care needs that, if discontinued, would have a negative effect on the health of the inmate. The sole objective is to maintain or improve the health of the inmates. This policy is intended to ensure that inmates receive health services in keeping with current community standards as ordered by qualified health care professionals.

720.2 POLICY

It is the policy of this department that all inmates shall have access to the continuation of care for a health issue, provided the treatment plan meets community standards. The inmate's health care needs will be assessed by qualified health care professionals and continued as determined or referred after release.

720.3 CONTINUITY OF CARE

The Superintendent is responsible for coordinating with the Responsible Physician to ensure that all inmates receive appropriate health care, including but not limited to:

(a) Newly booked inmates shall have a medical screening as part of the booking and classification process. This screening includes documentation of acute or chronic health issues or conditions, existing injuries, and medications or treatments the inmate is currently receiving.

1. Any prior jail health records, including those from other facilities, should be reviewed.
2. Current medications will be verified and continued as deemed appropriate by the Responsible Physician or the authorized designee except that medication prescribed to treat a serious mental illness shall be continued if the inmate is medically stable on the medication. Such medication shall not be substituted unless it is discontinued or the generic form is clinically identical (RCW 10.77.109).

(b) A health assessment is completed on or before the 14th day of continuous incarceration.

(c) Individual treatment plans that are used to guide treatment. The format for planning may vary but should include, at a minimum:

1. The frequency of follow-up for medical evaluation and adjustment of treatment modality.
2. The type and frequency of diagnostic testing and therapeutic regimens.
3. When appropriate, instructions about diet, exercise, medication, and adaptation to the correctional environment.
4. Custody staff is informed of the treatment plan when necessary to ensure coordination and cooperation in the ongoing care of the inmate.

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(d) Reasonable effort should be made to obtain information and records relating to previous health care professionals, with the consent of the inmate, if the inmate is currently under medical care.

(e) Upon transfer to another facility, a medical discharge summary of the inmate's current condition, medications, and treatment plan will be forwarded in a sealed envelope (to maintain confidentiality) to the receiving facility.

(f) Response to requests for health information from medical facilities and health care professionals, with the inmate's written consent.

(g) When inmates are sent out of the facility for emergency or specialty medical treatment, written information regarding the inmate's reason for transfer, pertinent medical problems, and list of current medications should be sent with the inmate and may be given to those providing care upon request. The name and phone number of a contact person who the medical facility can call should be included with the patient health information. Upon the inmate's return to the facility, treatment recommendations should be reviewed by the Responsible Physician or the authorized designee and appropriate plans should be made for continuing care in the facility based on the treating facility's diagnosis, recommended medications, and other treatment.

(h) Upon release from the facility, inmates should be given written instructions for the continuation of care, including but not limited to:

1. The name and contact information of health care facilities for follow-up appointments.
2. Prescriptions and/or an adequate supply of medication for those with chronic medical or psychiatric conditions.

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Informed Consent and Right to Refuse Medical Care

721.1 PURPOSE AND SCOPE

This policy recognizes that inmates have a right to make informed decisions regarding their health care. It establishes the conditions under which informed consent should be obtained prior to treatment, when medical care may proceed without consent, the documentation process for the refusal of medical care and the retention of refusal forms.

721.1.1 DEFINITIONS

Definitions related to this policy include:

Informed consent - The written agreement by an inmate to a treatment, examination, or procedure. Consent is sought after the inmate has received the material facts about the nature, consequences and risks of the proposed treatment, the examination or procedure, the alternatives to the treatment and the prognosis if the proposed treatment is not undertaken, in a language understood by the inmate.

721.2 POLICY

It is the policy of this department that, generally, all health care examinations, treatments and procedures shall be conducted with the informed consent of the inmate. Exceptions may include emergencies, life-threatening conditions, and public health matters.

721.3 INFORMED CONSENT

The qualified health care professional initiating treatment shall inform the inmate of the nature of the treatment and its possible side effects and risks, as well as the risks associated with not having the treatment.

For invasive procedures or any treatment where there is some risk to the inmate, informed consent is documented on a written form containing the signatures of the inmate and a health services staff witness.

A signed informed consent shall be obtained and witnessed by the prescribing psychiatrist for the initiation of psychotropic medication.

Appropriate arrangements shall be made to provide language translation services as needed before an inmate signs any informed consent form.

For minors and conservatees, the informed consent of a parent, guardian or legal custodian applies where required by law. Absent informed consent in non-emergency situations, a court order is required before involuntary treatment can be administered to an inmate.

721.4 REFUSAL OF TREATMENT

When an inmate refuses medical, mental health or dental treatment or medication, he/she shall be counseled regarding the necessity of the treatment/medication and the consequences of

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refusal. The inmate shall then be requested to sign a form acknowledging that he/she refused an examination and/or treatment.

The form shall be filled out completely by the qualified health care professional and include the inmate's name, booking number, treatment/medication refused, the risks or consequences of refusal and the inmate's mental status. The form must be signed by the inmate and a witness.

In the event that the inmate refuses to sign, a notation to this effect shall be documented on the inmate signature line. This shall require a signed acknowledgement by a witness.

Documentation regarding the inmate's mental status shall be noted in the medical record, along with a brief note describing the intervention of the qualified health care professional.

The completed form is to be placed in the inmate's medical record.

It is the responsibility of the qualified health care professional to refer all refusal forms to the Jail Superintendent.

Any time there is a concern about the decision-making capacity of the inmate, an evaluation shall be conducted, particularly if the refusal is for critical or acute care.

All refusals of psychotropic medication shall be referred to the Jail Superintendent or the authorized designee.

Any time an inmate refuses to take his/her medication, attend sick call or a scheduled medical appointment, a signed refusal must be obtained by the qualified health care professional.

The refusal form shall be a permanent part of the inmate's medical record.

The inmate may revoke his/her refusal at any time.

721.5 RECORDS

The Superintendent or the authorized designee shall work with the local health care provider to develop medical care consent and refusal forms and a system for retaining records in the inmate's health file in accordance with established records retention schedules.

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Management of Health Records

722.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a uniform manner of maintaining the active inmate health records for easy accessibility during clinical treatment, and the storage methods for inactive health records. This policy also recommends practices that will ensure the confidentiality of health record information by separating it from custody records.

722.1.1 DEFINITIONS

Definitions related to this policy include:

Protected health information - Information that relates to the inmate's past, present or future physical or mental health or condition, the provision of medical care to the inmate, or the past, present or future payment for the provision of health care to the inmate (45 CFR 160.103).

722.2 POLICY

It is the policy of this department to maintain the confidentiality of inmates' protected health information. Inmate health records will be maintained separately from custody records and under secure conditions, in compliance with all local, state and federal requirements.

The Superintendent or the authorized designee will establish standardized facility procedures for recording information in the file and for the control and access to inmate health records. Inmate workers shall not have any access to inmate health records.

722.3 INITIATING A HEALTH RECORD

Following the initial medical screening process, the Corrections staff shall initiate a health record for each inmate. The Superintendent shall be responsible for developing and implementing procedures for standardized record formatting.

722.4 CONFIDENTIALITY OF INMATE HEALTH RECORDS

Information regarding an inmate's health status is confidential. Active health records shall be maintained separately from custody records. Access to an inmate's health record shall be in accordance with state and federal law (Health Insurance Portability and Accountability Act (HIPAA) of 1996 Public Law 104-191 and the implementing regulations).

The inmate's protected health information may be disclosed, with the inmate's written authorization, to any person so designated. A fully completed authorization for release and/or a disclosure of protected health information form shall be required prior to disclosure based upon informed consent.

The inmate's protected health information may be disclosed by the health care-trained Corrections staff without the inmate's authorization under certain circumstances and when approved by the Superintendent or the authorized designee. Those circumstances include:

(a) To known qualified health care professionals who are members of the health care team responsible for the inmate's care.

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(b) To custody staff regarding inmates as reasonably necessary to protect the safety, security and good order of the facility. Examples may include information that the inmate may be:

1. Suicidal.
2. Homicidal.
3. A clear custodial risk.
4. A clear danger of injury to self or others.
5. Gravely disabled.
6. Receiving psychotropic medications.
7. A communicable disease risk.
8. In need of special housing.
9. All custody staff are considered health care professionals.

(c) To the local public health officer when an inmate is part of a communicable disease investigation.

(d) Pursuant to a court order or valid subpoena duces tecum, accompanied by a satisfactory assurance that the inmate has been given notice and an opportunity to file an objection or efforts have been made to secure a protective order as required under HIPAA (45 CFR 164.512).

(e) To a law enforcement officer for purposes of a criminal investigation, to avert a serious threat to the health or safety of any person or to fulfill mandatory reporting requirements.

(f) To a law enforcement officer when the inmate has died as a result of criminal conduct.

The inmate’s limited protected health information may also be disclosed to a law enforcement officer for purposes of identifying or locating a suspect or when the inmate is a victim of a crime. When reasonably possible, the approval of the Superintendent should be obtained prior to disclosure.

Attorneys requesting health record information regarding an inmate should be advised that an authorization for release and/or a disclosure of medical information form or an attorney release form signed by the inmate is required.

Family members may be informed of the inmate’s custody status and whether the inmate is receiving medical care. Family members requesting additional information must provide a proper authorization for release and/or disclosure of medical information form.

The Superintendent, in consultation with the Responsible Physician, shall designate personnel who will be responsible for reviewing all requests for access to medical records and who will propose related policies and procedures and other activities designed to facilitate proper documentation of health care and access to records.

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722.5 HEALTH RECORD CONTENTS

(a) To standardize record keeping and to identify responsibilities, the following should apply to inmate health records:

1. The health care-trained corrections staff or the authorized designee should be responsible for ensuring that all required information and forms are included in the medical records. There should also be a periodic informal review as described in the Continuous Quality Improvement Policy.
2. The health care-trained corrections staff or the authorized designee should be responsible for ensuring incoming written findings and recommendations are returned with the inmate from any off-site visit and filed in the inmate's medical record.

(b) Inmate health records shall minimally contain, but are not limited to:

1. Identifying information (e.g., inmate name, identification number, date of birth, sex) on each sheet in the file.
2. A completed inmate medical/mental health screening form.
3. Health appraisal information and data forms.
4. Complaints of illness or injury.
5. A problem summary, containing medical and mental health diagnoses and treatments as well as known allergies.
6. Immunization records.
7. Progress notes of all significant findings, diagnoses, treatments and dispositions.
8. Clinician orders for prescribed and administered medications.
9. X-ray and laboratory reports and diagnostic studies.
10. A record of the date, time and place of each clinical encounter with inmates.
11. Health service reports.
12. Individualized treatment plans when available or required.
13. Consent and refusal forms.
14. Release of information authorization forms (including HIPAA forms).
15. Results of specialty consultations and off-site referrals.
16. Special needs treatment plans, if applicable.

722.6 ACTIVE INMATE HEALTH RECORDS

Active inmate health records will be accessible to health care-trained corrections staff as necessary for the provision of medical treatment and other uses allowed by law or the Superintendent or the authorized designee, under exigent circumstances, to protect the safety, security and good order of the facility.

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All entries in the inmate health record will have the place, date, time, signature and title of each individual providing care and should be legible.

Documentation in the inmate health record is done in the subjective, objective, assessment and plan (SOAP) format. An inmate health record is initiated at the first health encounter following the initial medical screening.

If an inmate has been previously incarcerated within the same calendar year, the previous health record should be reactivated. If a new record has been initiated and a previous record exists, medical records personnel should merge the two records in order to compile a complete history, unless mandated statutory retention schedules have provided for the destruction of one file and there is a need to create a new file.

New information shall be entered on the health record at the completion of each encounter. All inmate health records shall be returned to the file prior to the end of each watch.

722.7 INACTIVE MEDICAL RECORDS

When an inmate is released from custody, medical records personnel should remove the inmate's health record from the active file.

The health record should be reviewed for completeness. Any loose documents should be filed according to the established health record format.

The health record should be securely stored in the area designated for inactive inmate health records, in accordance with established records retention schedules but no less than eight years from the date of the last clinical encounter; this includes Juvenile records (Washington Secretary of State retention schedule, LE15-01-25 over 18, LE2010-034 under 18). Adult records and juvenile records may have different jurisdictional retention requirements.

Inactive inmate medical records may be stored off-site. Health record information from inactive files may be transmitted to specific and designated physicians or medical facilities upon the written request or authorization of the inmate.

722.8 ELECTRONIC MEDICAL RECORDS

If medical records are maintained in an electronic format, the system should be structured with redundancies to ensure the records will survive any system failure.

722.9 HIPAA COMPLIANCE

The Superintendent shall ensure that a health record protection and disclosure compliance plan conforming to the requirements of HIPAA is prepared and maintained. The plan should detail all necessary procedures for security and review of the access and disclosure of protected health information.

At minimum, the plan will include:

- Assignment of a HIPAA compliance officer, who is trained in HIPAA compliance and will be responsible for maintaining procedures for and enforcing HIPAA requirements, including receiving and documenting complaints about breaches of privacy.

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- Ongoing training on HIPAA requirements, depending on the level of access the member has to protected health information.
- Administrative, physical and technical safeguards to protect the privacy of protected health information.
- Procedures for the permitted or required use of disclosure of protected health information and the mitigation of harm caused by improper use or disclosure.
- Protocol to ensure privacy policies and procedures, any privacy practice notices, disposition of any complaints, and other actions, activities and designations required to be documented, are maintained for at least six years after the date of creation or last effective date, whichever is later.

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Inmate Health Care Communication

723.1 PURPOSE AND SCOPE

The purpose of this policy is to establish and maintain effective communication between the treating qualified health care professionals and custody personnel. This communication is essential at all levels of the organization to ensure the health and safety of all occupants of the facility.

723.2 POLICY

It is the policy of this department that effective communication shall occur between the Superintendent and the treating qualified health care professionals regarding any significant health issues of an inmate. All health issues should be considered during classification and housing decisions in order to preserve the health and safety of the occupants of this facility.

When Corrections custody staff recognizes that an inmate will require accommodation due to a medical or mental health condition, custody personnel will annotate in medical record and inform all other custody staff of this need.

The Superintendent shall be responsible for establishing measurable goals relating to processes that enhance good communication between all custody staff and medical treatment facilities. The Superintendent should also establish, in writing, the desired performance objectives relating to practices that support good communication between all custody staff. The Superintendent should review the documents annually for any necessary revisions or updates in support of continuous improvement in the delivery of health care services.

723.3 MANAGING SPECIAL NEEDS INMATES

Upon an inmate's arrival at the facility, the qualified health care professional, in consultation with the custody staff, should determine if the inmate has any special needs.

(a) If staff determines that an inmate has special needs, a communication form or other appropriate documentation relating to special needs should be completed and sent to classification personnel, the Sergeant and the housing officer. This is to ensure that the inmate is assigned to a housing unit that is equipped to meet his/her special needs.

(b) The qualified health care professional should arrange for the appropriate follow-up evaluation.

(c) The health care of special needs inmates should be continuous and ongoing. At minimum, the inmate should be seen by the Responsible Physician or a qualified health care professional at least once every 90 days to evaluate his/her continued designation as a special needs inmate.

(d) Prior to transfer to another facility, a medical transfer summary should be completed detailing any special requirements that should be considered while the inmate is in transit and upon his/her arrival at the destination. Discharge planning should be included, as appropriate.

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(e) A treatment plan should be developed for each inmate and should include, at a minimum:

1. The frequency of follow-up for medical evaluation and anticipated adjustments of the treatment modality.
2. The type and frequency of diagnostic testing and therapeutic regimens.
3. When appropriate, instructions about diet, exercise, adaptation to the correctional environment and using prescribed medications.

(f) When clinically indicated, health care professionals and the corrections staff should consult regarding the condition and capabilities of inmates with known medical and/or psychiatric illnesses or developmental disabilities prior to any of the following:

1. Housing assignment
2. Program or job assignment
3. Admissions to, and transfers from or between institutions
4. Disciplinary measures for mentally ill patients

(g) Corrections staff and medical providers should communicate about inmates who require special accommodation. These include, but are not limited to, inmates who are:

1. Chronically ill
2. Undergoing dialysis
3. In an adult facility, as an adolescent
4. Currently in treatment for a communicable disease
5. Physically disabled
6. Pregnant
7. Frail or elderly
8. Terminally ill
9. Mentally ill or suicidal
10. Developmentally disabled

723.4 NOTIFICATION TO SUPERVISORS

In the event that there is no mutual agreement regarding an individual or group of inmates who require special accommodation for medical or mental health conditions, supervisors in the respective chain of command within the health care and custody staff should address these issues.

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Oral Care

724.1 PURPOSE AND SCOPE

The intent of this policy is to ensure that inmates have access to dental care and treatment for serious dental needs. While the focus of this policy is primarily on urgent and emergent dental care, as with medical or mental health care, dental care is available based upon patient need.

724.1.1 DEFINITIONS

Definitions related to this policy include:

Infection control practices - Are defined by the American Dental Association (ADA) and the Centers for Disease Control and Prevention (CDC) as including sterilizing instruments, disinfecting equipment and properly disposing of hazardous waste.

Oral care - Includes instruction in oral hygiene, examinations and treatment of dental problems. Instruction in oral hygiene minimally includes information on plaque control and the proper brushing of teeth.

Oral examination - Includes taking or reviewing the patient's oral history, an extra-oral head and neck examination, charting of teeth and examination of the hard and soft tissue of the oral cavity with a mouth mirror, explorer and adequate illumination.

Oral screening - Includes visual observation of the teeth and gums, and notation of any obvious or gross abnormalities requiring immediate referral to a dentist.

Oral treatment - Includes the full range of services that in the supervising dentist's judgment are necessary for proper mastication and for maintaining the inmate's health status.

724.2 POLICY

It is the policy of this department that oral care is provided under the direction of a dentist licensed in this state and that care is timely and includes immediate access for urgent or painful conditions. There are established priorities for care when, in the dentist's judgment, the inmate's health would otherwise be adversely affected.

724.3 ACCESS TO DENTAL SERVICES

Emergency and medically required dental care is provided to each inmate upon request. Dental services are not limited to extractions. It is the goal of dental services to alleviate pain and suffering, ensure that inmates do not lose teeth merely as a consequence of incarceration and to provide appropriate dental service whenever medically required to maintain nutrition.

Access to dental services should be as follows:

(a) All inmates wishing to see the dentist for a non-emergency issue shall complete a sick call form. Requests should be triaged according to the nature and severity of the problem and should be seen by a dentist according to assigned priority. Inmates requesting emergent dental services on weekends or after hours will initially be evaluated by a corrections staff member and referred appropriately.

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(b) If an inmate suffers obvious trauma or other dental emergency, the corrections staff member may arrange for immediate access to a dentist, attempt to obtain an urgent appointment at a local medical clinic, or may transfer the inmate to an emergency room for treatment.

(c) Inmates who are furloughed or sentenced to work release or another form of community release may see their own dentist pursuant to approval of scheduling arrangements with facility medical and custody staff. The inmate will be financially responsible for any payment. The Department is under no obligation to transport the inmate to this appointment.

(d) Records documenting all dental treatment should be maintained in the inmate's medical record file and retained in accordance with established records retention schedules. Examination results should be recorded on a uniform dental record using a numbered system.

(e) Medications prescribed by a dentist should be administered in accordance with jail facility procedures and documented in the inmate's medical record.

(f) Necessary dental services identified by a dentist that are not available on-site should be provided by referral to community resources as deemed necessary by the treating facility dentist.

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Pharmaceutical Operations

725.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the procedures and protocols under which the facility must manage a pharmaceutical operation in order to comply with federal, state, and local laws that govern prescribing and administering medication.

725.1.1 DEFINITIONS

Definitions related to this policy include:

Administration - The act of giving a single dose of a prescribed drug or biological substance to an inmate. Administration is limited to qualified health care professionals and health-trained custody staff members in accordance with state law (RCW 70.48.490).

Controlled substances - Medications classified by the Drug Enforcement Administration (DEA) as Schedule II-IV (21 USC § 812).

Delivery - The act of providing a properly labeled prescription container (e.g., a dated container that includes the name of the individual for whom the drug is prescribed, the name of the medication, dose, and instructions for taking the medication, the name of the prescribing physician and expiration dates). Under these circumstances a single dose at a time can be delivered to the inmate, according to the written instructions, by any qualified health care professional or health-trained custody staff member under the provisions of RCW 70.48.490.

Dispensing - Those acts of processing a drug for delivery or administration to an inmate pursuant to the order of a qualified health care professional. Dispensing consists of:

- Comparing directions on the label with the directions on the prescription or order to determine accuracy.
- Selection of the drug from stock to fill the order.
- Counting, measuring, compounding, or preparing the drug.
- Placing the drug in the proper container and affixing the appropriate prescription label to the container.
- Adding any required notations to the written prescription.

Dispensing does not include the acts of distributing, delivery, or administration of the drug. The function of dispensing is limited to pharmacists and qualified health care professionals.

Distributing - The movement of a drug, in the originally labeled manufacturer's container or in a labeled pre-packaged container, from the pharmacy to a health care services area.

Dose - The amount of a drug to be administered at one time.

Drug - An article recognized in the United States Pharmacopoeia and National Formulary (USP-NF), the Homeopathic Pharmacopoeia of the United States or any supplement that is intended for

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use in the diagnosis, cure, mitigation, treatment or prevention of disease in humans. A substance, other than food, intended to affect the structure or any function of the human body.

Pharmaceutical operations - The functions and activities encompassing the procurement, dispensing, distribution, storage, and control of all pharmaceuticals used within the jail, the monitoring of inmate drug therapy and the provision of inmate/patient drug information.

725.2 POLICY

It is the policy of this department that pharmaceutical operations meet all federal, state and local legal requirements and be sufficient to meet the needs of the facility population.

The Superintendent shall consult with one or more pharmacists and one or more licensed physicians or nurses in the course of developing the procedures related to this policy. A copy of the current policy regarding medication management will be provided to the Washington Association of Sheriffs and Police Chiefs (RCW 70.48.490).

725.3 PHARMACEUTICAL OPERATIONS

(a) The Jail Superintendent, in conjunction with the pharmacist, shall establish a list of all prescription and non-prescription medications available for inmate use.

1. Drugs approved for use in the facility should promote safe, optimum and cost-efficient drug therapy.
2. The list should be periodically updated.

(b) The Jail Superintendent, in conjunction with the pharmacist, shall ensure appropriate medication storage, handling and inventory control.

(c) The Jail Superintendent shall inspect the pharmaceutical operation quarterly and regularly review charts on medication utilization.

(d) The Jail Superintendent shall be responsible for establishing and maintaining a system for the secure storage and accountability of all controlled substances, syringes and needles. A count of syringes, needles and controlled substances shall be taken and verified as correct and documented at the change of each shift. An incorrect count shall be reported immediately to the Sergeant. Medications shall be stored under proper conditions of security, segregation, and environmental control at all storage locations.

1. Medication shall be accessible only to legally authorized persons.
2. Medication and device cabinets (stationary or mobile) shall be closed and locked when not in use.
3. Controlled substances shall be stored and handled in accordance with DEA regulations.
4. Medication requiring refrigeration shall be stored separately, either in a refrigerator that is locked or in a refrigerator that is in a locked room and is used exclusively for medication and medication adjuncts. The inside temperature of this refrigerator shall be maintained between 36 and 46 degrees. The inside

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temperature shall be monitored and recorded daily on a refrigerator temperature log.

5. Antiseptics and other medications for external use shall be stored separately from internal and injectable medications.

(e) Medication shall be kept in pharmacist-packaged or the original manufacturer's labeled containers. Medication shall only be removed from these containers to prepare a dose for administration. Drugs dispensed to inmates who are off grounds or are being discharged from the facility shall be packaged in accordance with the provisions of the federal packaging laws (15 USC § 1471 et seq.) and any other applicable state and federal law.

(f) Medication shall be properly labeled with the label firmly affixed to the prescription package. Each label shall indicate the name, address and telephone number of the dispensing pharmacy, in addition to:

1. The medication name, strength, quantity, manufacturer, manufacturer's lot number or internal control number, and expiration date.

2. Directions for use, dispensing date and drug order expiration date. Accessory or cautionary labels shall be applied as appropriate.

3. In cases where a multiple dose package is too small to accommodate the prescription label, the label may be placed on an outer container into which the multiple dose packages are placed.

(g) Medication that is outdated, visibly deteriorated, unlabeled, inadequately labeled, discontinued, or obsolete shall be stored in a separate secure storage area and disposed of in accordance with the following requirements:

1. Controlled substances shall be disposed of in accordance with the state and federal regulations.

2. Unused, outdated, or discontinued doses or excess inventories of non-controlled drugs that have not been in the possession of the inmate shall be returned to the pharmacy for disposition.

3. Returned, non-controlled substances that have been in the possession of the inmate, unclaimed personal medication collected at intake or individual doses of medication removed from the original pharmacy packaging shall be destroyed at the facility by health services staff and placed in the medical waste disposal system.

4. Pharmaceutical waste shall be separated from other types of medical waste for handling and disposal purposes, and will be discarded in designated containers distinctly identified for medical waste.

(h) All medication preparation, storage, and administration areas shall be clean, organized, illuminated, ventilated, and maintained at an appropriate temperature range. Any mobile medication cart that is not being used in the administration of medication to inmates shall be stored in a locked room that meets similar requirements.

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(i) Current drug reference information, such as a Physician's Desk Reference (PDR) or an approved website, shall be available to staff.

(j) An annual report on the status of the pharmaceutical operation will be prepared by the pharmacist and provided to the Superintendent.

725.4 PRESCRIBING MEDICATIONS

All medications shall be prescribed in a safe and effective manner for clinically appropriate reasons and documented in the individual patient medical record. Records shall be retained in accordance with established records retention schedules.

(a) Any medication prescribed by a qualified health care professional shall specify the drug name, strength, dose, route, frequency, discontinuation date, and indication for use if the medication is intended to be used as needed. Medication shall not be prescribed for an indefinite period. The qualified health care professional shall review medication regimens at specified time intervals. An order to continue or discontinue any medication shall be documented in the medical record, which will supersede any earlier orders for that medication. A physician's signature shall be required on all verbal orders within 72 hours of the order.

(b) Any medication prescription that is not complete or is questionable shall not be prepared until clarification is received from the qualified health care professional. Staff shall make an effort to obtain prescription clarification in a timely manner.

(c) Medication shall only be ordered upon approval of the qualified health care provider. Medication shall be prescribed and ordered from the facility list of approved medications unless the Superintendent approves otherwise.

(d) Apparent adverse drug reactions shall be recorded in the inmate's health record by the qualified health care professional.

(e) The qualified health care professional shall notify the Sergeant of all known medication errors in a timely manner. Medication error reports shall be completed on all known medication errors.

725.5 PER DOSE MEDICATION ADMINISTRATION

Psychotropic medication, controlled substances, tuberculosis (TB) medication, seizure medication and those listed as directly observed therapy (DOT) shall be administered to inmates on a per dose basis. Health-trained custody staff members may administer medication on the order of a qualified health care professional.

(a) Each medication ordered on a per dose basis for individual inmates shall be kept in the medication cart.

(b) Medication dispensing envelopes bearing the inmate's name, booking number, housing location, and the medication and its dosing schedule shall be generated for each inmate receiving per dose medication. These shall be administered from the individually packaged supply and delivered to the patient at each scheduled medication time.

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(c) The Correctional staff member will confirm the inmate's identity prior to administering the medication by comparing the name/booking number on the dispensing envelope with the inmate's identification badge/armband.

1. Inmates should have a fluid container and adequate fluid to take the medication being administered.
2. The Correctional staff member should observe the inmate taking the medication to prevent "cheeking" or "palming".
3. The Correctional staff member should inspect the inmate's mouth after the inmate swallows the medication to ensure it was completely ingested. If the inmate appears to be "cheeking" the medication, a chart entry will be made and a notation entered on the medication envelope, as well as the back of the Medication Administration Record (MAR).

(d) The Correctional staff member shall record each medication administered by initialing the appropriate date and time. The Correctional staff member shall authenticate the initials by placing his/her initials, signature or name stamp in the designated area on the lower portion of the MAR. Pre-charting is not allowed.

1. In the event that medication cannot be administered (for example, the inmate is in court, or the medication is not in stock), a note explaining the situation and planned action shall be made on the back of the MAR or on a progress note.

(e) The Correctional staff member shall have inmates who refuse their medication sign a refusal form at the medication round. If the inmate willfully refuses to sign the refusal form, the Correctional staff member shall advise the Superintendent, who should attempt to resolve the situation through voluntary compliance by reminding the inmate that a refusal to sign may lead to disciplinary action. The Correctional staff member shall also:

1. Note the refusal on the medication log including the date and time.
2. Review the medication logs for prior refusals.
3. Document patterns of refused medications on the inmate's medical record.
4. Make a reasonable effort to convince the inmate to voluntarily continue with the medication as prescribed.
5. Report continued refusals to the Superintendent and have the inmate complete and sign a medication refusal form.

(f) No inmate should be deprived of prescribed medication as a means of punishment.

725.6 NON-PRESCRIPTION MEDICATION

The Superintendent should establish a limit on the amount of non-prescription medication an inmate may have in his/her possession at any time. Inmates with medication in an amount above the limit may be subject to disciplinary sanctions.

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725.7 TRAINING

All health-trained custody staff members authorized to deliver, administer, and provide medication assistance shall be trained pursuant to the provisions of RCW 70.48.490 prior to engaging in any tasks related to delivery or administration of medication (RCW 70.48.490).

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Release Planning

726.1 PURPOSE AND SCOPE

This department recognizes that inmates may require information and assistance with health care follow-up upon release from custody. The purpose of this policy is to establish guidelines to assist staff with providing resources for the continuity of an inmate's health care after he/she is released from custody.

726.1.1 DEFINITION

Definitions related to this policy include:

Release planning - The process of providing sufficient resources for the continuity of health care to an inmate before his/her release to the community.

726.2 POLICY

Correctional staff to ensure that inmates who have been in custody for 30 or more days and have pending release dates, as well as serious health, dental, or mental health needs, are provided with medication and health care resources sufficient for the inmate to seek health care services once released.

The Superintendent or the authorized designee shall be responsible for ensuring that release preparation curriculum and materials are developed and maintained for this purpose, and that community resource information is kept current. Release planning should include:

(a) Resources for community-based organizations that provide health care services, housing, funding streams, employment and vocational rehabilitation.

(b) Lists of community health professionals.

(c) Discussions with the inmate that emphasize the importance of appropriate follow-up care.

(d) Specific appointments and medications that are arranged for the inmate at the time of release.

726.3 PREPARATION FOR RELEASE

Upon notification of the imminent release of an inmate who has been identified as having serious medical or mental health needs, release planning shall include the following:

(a) A medical screening shall be conducted to assess the inmate's immediate medical needs, and if further medical needs have been identified, the inmate will be informed of any scheduled appointments and provided with sufficient medications to continue current medical therapy. It is the responsibility of the inmate to make follow-up appointments as scheduled.

(b) With the inmate's written consent, the qualified health care professional should:

1. Share necessary information with health care services.

2. Arrange for follow-up appointments.

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3. Arrange for the transfer of health summaries and relevant parts of the health record to community health care services or others who are assisting in planning for or providing services upon the inmate's release.

(c) Contact with community providers shall be documented via an administrative note in the inmate's health record.

(d) Inmates with serious mental health issues, including those receiving psychotropic medication, shall be informed about community options for continuing treatment and provided with follow-up appointments, when reasonably possible.

(e) Medication will be provided as appropriate.

726.4 RELEASE PLANNING RECORDS

All records of community referrals, transfer forms, logs, documentation of release planning, lists of medication provided, records release authorization forms, and any other relevant documents shall be maintained in the inmate's health file and retained in accordance with established records retention schedules.

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Privacy of Care

727.1 PURPOSE AND SCOPE

This policy recognizes that inmates have a right to privacy and confidentiality regarding their health-related issues. It also recognizes inmates' right to health care services that are provided in such a manner as to ensure that privacy and confidentiality, and encourage inmates use and trust of the facility's health care system.

727.1.1 DEFINITION

Definitions related to this policy include:

Clinical encounters - Interactions between inmates and health care professionals involving a treatment and/or an exchange of confidential health information.

727.2 POLICY

It is the policy of this department that, in order to instill confidence in the health care system by the inmate population, all discussions of health-related issues and clinical encounters, absent an emergency situation, will be conducted in a setting that respects the inmate’s privacy and encourages the inmate’s continued use of health care services.

727.3 CLINICAL EVALUATIONS

Emergency evaluations and rendering of first aid should be conducted at the site of the emergency, if reasonably practicable, with transfer to the medical clinic or emergency room as soon as the inmate is stabilized.

Inmates shall have a same-sex escort for encounters with an opposite-sex qualified health care professional or health-trained custody staff member, as appropriate.

Custody personnel should only be present to provide security if the inmate poses a risk to the safety of the qualified health care professional or others.

727.4 REPORTING INAPPROPRIATE ACCESS OF MEDICAL INFORMATION

The Superintendent shall establish a process for staff, inmates, or any other persons to report the improper access or use of medical records.

727.5 TRAINING

All corrections personnel who are assigned to a position that enables them to observe or hear inmate medical encounters shall receive appropriate training on the importance of maintaining confidentiality when dealing with inmate health care. The Training Officer shall be responsible for scheduling such training and for maintaining training records that show the employee attended, in accordance with established records retention schedules.

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Chapter 8 - Environmental Health

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Sanitation Inspections

800.1 PURPOSE AND SCOPE

The Ferry County Sheriff's Office has established a plan to promote and comply with the environmental safety and sanitation requirements established by applicable laws, ordinances and regulations. This policy establishes a plan of housekeeping tasks and inspections required to identify and correct unsanitary or unsafe conditions or work practices in this facility.

800.2 POLICY

It is the policy of the Department to maintain a safe and sanitary facility. To accomplish this goal, the Department will maintain a written plan that contains schedules and procedures for conducting weekly and monthly sanitation inspections of the facility.

800.3 RESPONSIBILITIES

The Superintendent will ensure that the safety and sanitation plan addresses, at a minimum, the following:

(a) Schedules of functions (e.g., daily, weekly, monthly, or seasonal cleaning, maintenance, pest control, safety surveys).

(b) Self-inspection check lists to identify problems and to ensure cleanliness of the facility.

(c) Procedures, schedules, and responsibilities for coordinating annual inspections by the county health department, including how deficiencies on the inspection report are to be corrected in a timely manner.

(d) A list of approved equipment, cleaning compounds, chemicals, and related materials used in the facility, and instructions on how to operate, dilute, or apply the material in a safe manner.

(e) Record-keeping of self-inspection procedures, forms, and actions taken to correct deficiencies.

(f) Training requirements for custody staff and inmate workers on accident prevention and avoidance of hazards with regard to facility maintenance.

Consideration should be given to general job descriptions and/or limitations relating to personnel or inmates assigned to carrying out the plan. Specialized tasks, such as changing air filters and cleaning ducts or facility pest control, are more appropriately handled by the Department or by contract with private firms.

Inmates engaged in sanitation duties shall do so only under the direct supervision of qualified custody staff. When inmate work crews are used, additional controls should be implemented to account for all equipment and cleaning materials.

All staff shall report any unsanitary or unsafe conditions to a supervisor. Staff shall report repairs needed to the physical plant and to equipment by submitting a work order to a supervisor. Sergeants or other Corrections staff will conduct cleaning inspections on a daily basis. The

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Superintendent or the authorized designee will conduct weekly safety and sanitation inspections of the facility.

800.4 WORK ORDERS

All reports of unsafe or unsanitary conditions, as well as repairs needed to the physical plant and equipment, shall be documented in the daily log and on pass down. The Superintendent will designate a staff person to receive these work requests and take appropriate action to ensure the repairs are made or action is taken. All work and action taken will also be documented. Requests for budget resources above and beyond already budgeted maintenance items shall be reported to the Superintendent.

800.5 SAFETY DATA SHEETS

Materials and substances used in the operation and maintenance of the facility may qualify as hazardous material. Hazardous material is required to have a companion Safety Data Sheet (SDS) that is provided by the manufacturer or distributor of the material. The SDS provides vital information on individual hazardous material and substances, including instructions on safe handling, storage, disposal, prohibited interactions and other details relative to the specific material.

The Superintendent shall be responsible for ensuring that a written hazard communication plan is developed, implemented and maintained at each workplace. Each area of the facility in which any hazardous material is stored or used shall maintain an SDS file in an identified location that includes (29 CFR 1910.1200(e)(1)):

(a) A list of all areas where hazardous materials are stored.

(b) A physical plant diagram and legend identifying the storage areas of the hazardous materials.

(c) A log for identification of new or revised SDS materials.

(d) A log for documentation of training by users of the hazardous materials.

800.5.1 SDS USE, SAFETY AND TRAINING

All Sergeants and users of SDS information must review the latest issuance from the manufacturers of the relevant substances. Staff and inmates shall have ready and continuous access to the SDS for the substance they are using while working. In addition, the following shall be completed (29 CFR 1910.1200(e)):

(a) Sergeants shall conduct training for all staff and inmates on using the SDS for the safe use, handling and disposal of hazardous material in areas they supervise.

(b) Upon completion of the training, staff and inmates shall sign the acknowledgement form kept with each SDS in their work area.

(c) Staff and inmates using the SDS shall review the information as necessary to be aware of any updates and to remain familiar with the safe use, handling and disposal of any hazardous material.

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800.5.2 SDS DOCUMENTATION MAINTENANCE

Changes in SDS information occur often and without general notice. Any person accepting a delivery, addition or replacement of any hazardous material shall review the accompanying SDS. If additions or changes have occurred, the revised SDS shall be incorporated into the file and a notation shall be made in the SDS revision log.

Sergeants shall review SDS information in their work areas semiannually to determine if the information is current and that appropriate training has been completed. Upon review, a copy of the SDS file and all logs shall be forwarded to the Maintenance Supervisor or the authorized designee.

800.5.3 SDS RECORDS MASTER INDEX

The Maintenance Supervisor or the authorized designee will compile a master index of all hazardous materials in the facility, including locations, along with a master file of SDS information. He/she will maintain this information in the safety office (or equivalent), with a copy to the local fire department. Documentation of the semi-annual reviews will be maintained in the SDS master file. The master index should also include a comprehensive, current list of emergency phone numbers (e.g., fire department, poison control center) (29 CFR 1910.1200(g)(8)).

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Hazardous Waste and Sewage Disposal

801.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a system for disposing of hazardous waste. The Department recognizes that the effectiveness of a disposal system depends not only on the written policies, procedures, and precautions, but on adequate supervision and the responsible behavior of the staff and inmates. It is the responsibility of everyone in the facility to follow hazardous waste disposal instructions, utilizing prescribed precautions and using safety equipment properly.

801.1.1 DEFINITION

Definitions related to this policy include:

Hazardous waste - Material that poses a threat or risk to public health or safety or is harmful to the environment (e.g., batteries, paints, solvents, engine oils, and fluids, cleaning products).

801.2 POLICY

It is the policy of this department that any sewage and hazardous waste generated at the facility shall be handled, stored, and disposed of safely and in accordance with all applicable federal and state regulations and in consultation with the local public health entity. The Superintendent or the authorized designee shall be responsible for:

- Contracting with a hazardous waste disposal service.
- Developing and implementing a storage and disposal plan that has been reviewed and approved by a regulatory agency.
- Including hazardous waste issues on internal health and sanitation inspection checklists.
- Including hazardous waste issues in the inmate handbook and ensuring that inmates receive instruction on proper handling and disposal during inmate orientation.
- Developing and implementing procedures for the safe handling and storage of hazardous materials until such time as the contractor removes the items from the facility.
- Ensuring the staff is trained in the proper identification of hazardous waste and the appropriate handling, storage, and disposal of such items.

801.3 DISPOSAL PROCEDURE

801.3.1 SEWAGE DISPOSAL

All sewage and liquid waste matter must be disposed of into a public system of sewerage or, if public sewerage is not available, into a private system of sewage disposal in accordance with the requirements of the local public health entity.

The institution's use of the private system must be discontinued, and the private system must be properly abandoned when public sewerage becomes available.

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801.3.2 HAZARDOUS WASTE

Hazardous waste generated in the facility shall be properly disposed in designated containers and stored until removed by the contractor. Staff shall use universal standard precautions when in contact with hazardous materials, at a minimum, unless directed otherwise.

801.4 SAFETY EQUIPMENT

The Superintendent and the county emergency manager shall ensure that appropriate safety equipment is available. All Sergeants shall be knowledgeable in how to access the safety equipment at all times. The county may coordinate with local fire departments or contracted vendors to obtain the necessary safety equipment.

801.5 TRAINING

The Training Officer shall be responsible for ensuring that all facility personnel receive appropriate training in the use of appropriate safety equipment and the identification, handling, and disposal of hazardous waste. Training records shall be maintained, including the course roster, curriculum, instructor name, and credentials, and testing instruments.

801.6 SERGEANT RESPONSIBILITY

Sergeants are responsible for monitoring any hazardous waste containment issue, ensuring that employees have the appropriate safety equipment, that any exposed persons receive immediate medical treatment, and that the appropriate measures are taken to lessen the exposure of others. Sergeants shall ensure that incident reports are completed and forwarded to the Superintendent in the event of an exposure to staff, inmates, or visitors.

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Housekeeping and Maintenance

802.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines to ensure that the facility is kept clean and in good repair in accordance with accepted federal, state, and county standards.

802.2 POLICY

The Superintendent shall establish housekeeping and maintenance plans that address all areas of the facility. The plan should include, but is not limited to:

- Schedules that determine the frequency of cleaning activities on a daily, weekly, or monthly timetable, by area of the facility.
- Supervision of the staff and inmates to ensure proper implementation of the procedures and to ensure that no inmate supervises or assigns work to another inmate.
- Development and implementation of an overall sanitation plan (e.g., cleaning, maintenance, inspection, staff training, inmate supervision).
- Development of inspection forms.
- All inmate responsibilities, which should be included in the inmate handbook.
- A process to ensure that deficiencies identified during inspections are satisfactorily corrected and documented.
- Detailed processes for the procurement, storage, and inventory of cleaning supplies and equipment.
- A process for the preventive maintenance of equipment and systems throughout the facility.
- Staff supervision of the provision and use of cleaning tools and supplies.

To the extent possible, cleaning and janitorial supplies shall be nontoxic to humans. Any poisonous, caustic, or otherwise harmful substances used for cleaning shall be clearly labeled and kept in a locked storage area.

802.3 SANITATION SCHEDULE

A daily, weekly, and monthly cleaning schedule will be established by the Superintendent or authorized designee. The facility staff should implement a site-specific plan for cleaning and maintenance of each area of the jail (e.g., housing, food preparation, laundry, loading dock/trash storage, barber shop, warehouse, common areas). The following recommendations include, but are not limited to, specific areas and items:

(a) Daily cleaning:

1. Sweep and then wet mop the entire jail floor
2. Clean all cell block areas

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3. Empty all trash receptacles
4. Clean all toilets and sinks
5. Clean all showers

(b) Weekly cleaning:

1. Dust bars and window ledges
2. Clean air conditioning/heating grates
3. Clean mattresses (mattresses are also to be cleaned prior to being issued to a new inmate)
4. Pour water down floor drains to test for flow

(c) Monthly cleaning:

1. Walls
2. Ceilings
3. Bunk pans

802.4 TRAINING

All custodial staff and inmate workers assigned cleaning duties shall receive instruction commensurate with their tasks, including proper cleaning techniques, the safe use of cleaning chemicals and areas of responsibility.

802.5 INSPECTION CHECKLIST

The Superintendent or the authorized designee should develop an inspection checklist that includes the cleaning and maintenance items that will be checked by supervisors on a daily, weekly and monthly basis throughout the facility.

The inspection checklist will closely correspond to the established cleaning and maintenance schedule.

Inspection checklists shall be forwarded to the Superintendent or the authorized designee for annual review, filing and retention as required by the established records retention schedule.

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Physical Plant Compliance with Codes

803.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the timeline, process and responsibilities for facility maintenance, inspections and equipment testing in compliance with all applicable federal, state and local building codes.

803.2 POLICY

It is the policy of this department that all construction of the physical plant (renovations, additions, new construction) will be reviewed and inspected in compliance with all applicable federal, state and local building codes. All equipment and mechanical systems will be routinely inspected, tested and maintained in accordance with applicable laws and regulations.

803.3 COMPLIANCE WITH CODES AND STATUTES

Plumbing, sewage disposal, solid waste disposal and plant maintenance conditions will comply with rules and regulations imposed by state regulatory entities governing such practices.

803.4 RESPONSIBILITIES

The Superintendent shall be responsible for establishing and monitoring the facility maintenance schedule, the inspection schedules of the Sergeants and Correctional Deputies, and ensuring that any deficiencies discovered are corrected in a timely manner.

Copies of the local jurisdiction’s applicable health and sanitation codes shall be kept in the facility by the Superintendent or the authorized designee. The Superintendent or the authorized designee is responsible for developing internal health and sanitation inspection checklists, for maintaining valid licensing and sanitation certificates and inspection reports and for proof of corrective actions.

803.5 PROCEDURE

All safety equipment (e.g., emergency lighting, generators and/or an uninterruptible power source (UPS)) shall be tested at least quarterly. Power generators and UPS equipment should be inspected weekly and load-tested quarterly or according to the manufacturer's instructions. All completed inspection forms shall be kept on file for review by the appropriate department committees or external agencies.

Any remodeling or new construction shall have prior approval of the local fire, building and health authorities. Any required plans and permits will be procured prior to the commencement of any changes to the facility.

The following areas of the facility shall be inspected and evaluated for functionality, wear, and rodent or pest infestation. The list is not meant to be all inclusive:

- Admissions
- Food services
- Inmate housing

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- Laundry
- Loading dock/trash storage
- Warehouse
- Water systems and plumbing
- Emergency generators
- Fire safety equipment
- The entire physical structure of the facility, including, roof, walls, exterior doors, mechanical systems, and lighting

803.6 PLUMBING - FLOOR DRAINS

Floor drains must be flushed weekly and all traps must contain water to prevent the escape of sewer gas. Grids and grates must be present.

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Water Supply

804.1 PURPOSE AND SCOPE

The Ferry County Sheriff's Office recognizes the importance of providing the facility with safe potable water. The purpose of this policy is to establish guidelines for testing the facility’s water to ensure that the water is safe to consume.

804.2 POLICY

In compliance with water standards set by law, this facility will ensure the continued supply of safe potable water for the use of inmates, staff and visitors through annual testing of water supplies.

804.3 PROCEDURE

The Superintendent shall ensure that the facility's potable water source is tested by an independent public or private testing service at least once each year. Water quality will be certified to be in compliance with all state and local regulations. Corrective measures shall be promptly taken if the test results fall below acceptable regulatory standards.

In the event that water testing reveals any significant hazards to the inmates or staff at the facility, the Superintendent shall take immediate action to mitigate the problem.

The testing results, valid certificates of the sampling entity and the testing laboratory shall be kept in accordance with established records retention schedules (WAC 44-14-03005).

Where the facility's water supply is obtained from a private source, the source shall be properly located, constructed and operated to protect it from contamination and pollution and the water shall meet all current standards set by the applicable state and/or local authority regarding bacteriological, chemical and physical tests for purity.

For facilities not served by a public or regulated private water supply, the water should be tested daily by the local authority within the facility's jurisdiction.

804.4 EMERGENCY PLAN

The Superintendent shall develop a plan for the supply of potable water for drinking and cooking in the event that a man-made or natural disaster interrupts the regular water supply. The plan shall address methods for providing clean potable water for a minimum of three days, and should have contingency plans for emergencies lasting longer than three days. The plan should also include contingencies for the use of non-potable water to flush toilets and remove effluent from the facility.

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Pest Control

805.1 PURPOSE AND SCOPE

The purpose of this policy is to establish inspection, identification and eradication processes designed to keep pests controlled in accordance with the requirements established by all applicable laws, ordinances and regulations of the local public health entity.

805.2 POLICY

It is the policy of this department that pests be controlled within the facility. The Superintendent or the authorized designee shall be responsible for developing and implementing this policy, in cooperation with the local public health entity, for the sanitation and control of pests, and to establish medical protocols for treating inmate clothing, personal effects and living areas, with specific guidelines for treating an infested inmate.

805.3 PEST CONTROL SERVICES

The Superintendent or the authorized designee shall be responsible for procuring the services of a licensed pest control professional to perform inspections of the facility at least monthly and to treat areas as required to ensure that pests are controlled.

805.4 PREVENTION AND CONTROL

Many infestations and infections are the result of a recently admitted inmate who is pest infested or whose property is pest infested. Most infestations are spread by direct contact with an infected person or with infested clothing and bedding. Inmates with lice or mites should be treated with approved pediculicides as soon as the infestation is identified to avoid spreading it. To reduce the chance of further transmission, separate quarters for inmates undergoing treatment for lice should be used as described in the Communicable Diseases Policy.

Because the use of the treatment chemicals can cause allergic reactions and other negative effects, treatment should be done only when an infestation is identified and not as a matter of routine.

Clothing, bedding and other property that is suspected of being infested shall either be removed from the facility or cleaned and treated by the following methods, as appropriate or as directed by the pest control provider or the Responsible Physician:

- Washing in water at 140 degrees for 20 minutes
- Tumbling in a clothes dryer at 140 degrees for 20 minutes
- Dry cleaning
- Storing in sealed plastic bags for 30 days
- Treating with an insecticide specifically labeled for this purpose

Head lice and their eggs are generally found on the head hairs. There may be some uncertainty about the effectiveness of some available pediculicides to kill the eggs of head lice. Therefore

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some products recommend a second treatment seven to 10 days after the first. During the interim, before the second application, eggs of head lice could hatch and there is a possibility that lice could be transmitted to others.

Pubic lice and their eggs are generally found on the hairs of the pubic area and adjacent hairy parts of the body, although they can occur on almost any hairy part of the body, including the hair under the arm and on the eyelashes.

Pubic lice and their eggs are generally successfully treated by the available pediculicides. However, when the eyelashes are infested with pubic lice and their eggs, a physician should perform the treatment.

Successful treatment depends on careful inspection of the inmate and proper application of the appropriate product. The area used to delouse inmates needs to be separate from the rest of the facility. All of the surfaces in the treatment area must be sanitized. There must be a shower as part of the delousing area.

The supervisor shall document the date of treatment, the area treated, the pest treated and the treatment used.

805.5 LABELING AND SECURE STORAGE OF COMPOUNDS

Containers of pest exterminating compounds shall be conspicuously labeled for identification of contents. The containers shall be securely stored separately from food and kitchenware, and shall not be accessible by inmates.

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Inmate Safety

806.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a safety program to reduce inmate injuries by analyzing causes of injuries and identifying and implementing corrective measures.

806.2 POLICY

The Ferry County Sheriff's Office will provide a safe environment for individuals confined at this facility, in accordance with all applicable laws, by establishing an effective safety program, investigating inmate injuries and taking corrective actions as necessary to reduce accidents and injury.

The Superintendent shall appoint a staff member who will be responsible for the development, implementation and oversight of the safety program. This program will include, but not be limited to:

- A system to identify and evaluate hazards, including scheduled inspections to identify unsafe conditions.
- Analysis of inmate injury reports to identify causes and to recommend corrective actions.
- Establishment of methods and procedures to correct unsafe and/or unhealthful conditions and work practices in a timely manner.

806.3 INVESTIGATION OF REPORTED INMATE INJURY

Whenever there is a report of an injury to an inmate that is the result of accidental or intentional acts, other than an authorized use of force by custody staff, the Superintendent or the authorized designee will initiate an investigation to determine the cause of the injury and develop a plan of action whenever a deficiency is identified. Injuries resulting from use of force incidents will be investigated and reported in accordance with the Use of Force Policy.

806.4 INVESTIGATION REPORTS

The Sergeant shall ensure that reports relating to an inmate's injury are completed and should include the following:

- Incident reports
- Investigative reports
- Health record entries
- Any other relevant documents

806.5 ANNUAL REVIEWS

The Superintendent or the authorized designee shall conduct an annual review of all injuries involving inmates for the purpose of identifying problem areas and documenting a plan of action to abate circumstances relating to inmate injuries.

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The plan of action should include, but not be limited to:

- The area where the deficiencies have been identified.
- Strategies to abate the deficiency.
- Resources needed to correct a deficiency.
- The person or persons responsible for taking corrective action and the target completion date.

The Superintendent shall consult with the Department risk manager to coordinate corrective action or to seek managerial/administrative guidance for implementing corrective action.

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Inmate Hygiene

807.1 PURPOSE AND SCOPE

This policy outlines the procedures that will be taken to ensure the personal hygiene of every inmate in the Ferry County Jail is maintained. The Ferry County Sheriff's Office recognizes the importance of each inmate maintaining acceptable personal hygiene practices by providing adequate bathing facilities, hair care services, and the issuance and exchange of clothing, bedding, linens, towels, and other necessary personal hygiene items.

807.2 POLICY

It is the policy of the Ferry County Jail to maintain a high standard of hygiene in compliance with the requirements established by all state laws, ordinances, and regulations. Compliance with laws and regulations relating to good inmate hygiene practice is closely linked with good sanitation practices. Therefore, the need to maintain a high level of hygiene is not only for the protection of all inmates, but for the safety of the correctional staff, volunteers, contractors, and visitors.

807.3 RESPONSIBILITIES

The Superintendent shall ensure the basic necessities related to personal care are provided to each inmate upon entry into the general population. Appropriate additional personal care items may be available for purchase from the inmate commissary.

807.4 STORAGE SPACE

There should be adequate and appropriate storage space for inmates' bedding, linen, or clothing. The inventory of clothing, bedding, linen, and towels should exceed the maximum inmate population so that a reserve is always available.

The facility should have clothing, bedding, personal hygiene items, cleaning supplies, and any other items required for the daily operation of the facility, including the exchange or disposal of soiled or depleted items. The assigned staff shall ensure that the storage areas are properly maintained and stocked. The Superintendent should be notified if additional storage space is needed.

807.4.1 BEDDING ISSUE

Upon entering a living area of the Ferry County Jail, every inmate who is expected to remain in the facility for more than eight hours shall be issued bedding and linens including but not limited to:

(a) Sufficient freshly laundered blankets to provide comfort under existing temperature conditions. Blankets shall be exchanged and laundered in accordance with facility operational laundry rules.

(b) One clean, firm, nontoxic, fire-retardant mattress (16 CFR 1633.1 et seq.).

1. Mattresses will be serviceable and enclosed in an easily cleanable, nonabsorbent material and conform to the size of the bunk. Mattresses will be cleaned and disinfected when an inmate is moved, released, or upon reissue.

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(c) Two sheets or one sheet and a clean mattress cover.

(d) One clean washcloth, hand towel, and bath towel.

(e) One pillow and pillowcase.

Linen exchange, including towels, shall occur at least weekly and shall be documented in the daily activity log. The Sergeant shall review the daily activity log at least once per shift.

The Superintendent or the authorized designee shall conduct both scheduled and unannounced inspections of the facility to ensure that bedding issuance policies and procedures are carried out in accordance with the applicable laws and regulations.

807.4.2 CLOTHING ISSUE

An inmate admitted to a facility for 72 hours or more and assigned to a living unit shall be issued a set of facility clothing. The issue of clothing appropriate to the climate for inmates shall include but is not limited to the following:

- Clean socks (if available)
- Suitable outer garments and undergarments (if undergarments available)
- Footwear

An inmate who is issued a change of clothing upon admission to the facility may have his/her personal clothing returned after laundering, at the discretion of the Superintendent.

Clothing shall be exchanged twice each week, at a minimum. All exchanges shall be documented on the daily activity log. The Sergeant or unit supervisor shall review the daily activity log at least once per shift.

Additional clothing may be issued as necessary for changing weather conditions or as seasonally appropriate. An inmate's personal undergarments and footwear may be authorized, provided there is a legitimate medical necessity for the items and they are approved by a medical provider or Jail Superintendent.

Each inmate assigned to a special work area/assignment shall be clothed in accordance with the requirements of the job, including any appropriate protective clothing and equipment, which shall be exchanged as frequently as the work assignment requires.

The Superintendent or the authorized designee shall conduct both scheduled and unannounced inspections of the facility to ensure that clothing issuance policies and procedures are carried out in accordance with the applicable laws and regulations.

The Superintendent or the authorized designee shall ensure that the facility maintains a sufficient inventory of extra clothing to ensure each inmate shall have neat and clean clothing appropriate to the season.

An inmate's excess personal clothing shall be mailed at the expense of the inmate, picked up, or stored in containers designed for such purpose. All inmate personal property shall be properly identified, inventoried, and secured. Inmates shall sign and receive a copy of the inventory record.

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807.5 LAUNDRY SERVICES

Laundry services shall be managed so that daily clothing, linen, and bedding needs are met.

807.6 INMATE ACCOUNTABILITY

To ensure inmate accountability, inmates are required to exchange item for item when clean clothing, bedding, and linen exchange occurs.

Prior to being placed in a housing unit, inmates shall be informed that an inmate handbook is available to read on all inmate kiosks listing this requirement.

807.7 PERSONAL HYGIENE OF INMATES

Personal hygiene items, hair care services and facilities for showers will be provided in accordance with applicable laws and regulations. This is to maintain a standard of hygiene among inmates in compliance with the requirements established by state laws as part of a healthy living environment.

Each inmate held more than 24 hours shall be issued, at a minimum, the following items:

- One bar of bath soap or equivalent
- One unbreakable comb or brush
- Toothpaste or powder
- Toothbrush
- Shaving equipment, upon request (Issued on Tuesdays and Saturdays)
- Toilet paper
- Materials as appropriate to the special hygiene needs of women

The Superintendent or the authorized designee may modify this list to accommodate the use of liquid soap and shampoo dispensers. Personal hygiene items should be appropriate for the inmate's sex. Additional hygiene items shall be provided to inmates upon request, as needed.

Inmates shall not be required to share personal care items or disposable razors. Used razors will be immediately returned to jail staff for proper disposal. Other barbering equipment capable of breaking the skin must be disinfected between individual uses, as prescribed by the state governing body overseeing such practices.

Inmates, except those who may not shave for reasons of identification in court, shall be allowed to shave on Tuesdays and Saturdays, more often if requested by inmate to attend court or trial. The Superintendent or the authorized designee may suspend this requirement for any inmate who is considered a danger to him/herself or others.

807.8 BARBER AND COSMETOLOGY SERVICES

The Superintendent or the authorized designee shall be responsible for developing and maintaining a schedule for hair care services provided to the inmate population and will have written policies and procedures for accessing these services (see the Grooming Policy). The Superintendent shall ensure that the rules are included in the inmate handbook.

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807.8.1 SCHEDULE FOR HAIR CARE SERVICES
Inmates shall have the ability to receive hair care services once per month. Records of hair care services shall be documented in the daily activity log.

Prior to being placed in a housing unit, inmates will be informed that an inmate handbook is available to read on all inmate kiosks, which details how to request hair care services.

807.9 AVAILABILITY OF PLUMBING FIXTURES

Inmates confined to cells or sleeping areas shall have access to toilets and washbasins with hot and cold running water that is temperature controlled. Access shall be available at all hours of the day and night without staff assistance.

The minimum number of plumbing fixtures provided for inmates in housing units is:

- One sink/washbasin for every 12 inmates.
- One toilet to every 12 male inmates (urinals may be provided for up to half the toilets).
- One toilet to every eight female inmates.

807.10 INMATE SHOWERS

Inmates will be allowed to shower upon assignment to a housing unit and every other day thereafter or more often if possible. There should be one shower for every 20 inmates unless federal, state, or local building or health codes differ. Showering facilities for inmates housed at this facility shall be clean and properly maintained. Water temperature shall be periodically measured to ensure a range of 100 to 120 degrees for the safety of inmates and staff, and shall be recorded and maintained.

Transgender and intersex inmates shall be given the opportunity to shower separately from other inmates (28 CFR 115.42).

807.11 ADDITIONAL PRIVACY REQUIREMENTS

Inmates shall be permitted to shower, perform bodily functions, and change clothing without non-medical staff of the opposite sex viewing their breasts, buttocks, or genitalia, except in exigent circumstances or when such viewing is incidental to routine cell checks. Staff of the opposite sex shall announce their presence when entering an inmate housing unit (28 CFR 115.15).

807.12 DELOUSING MATERIALS

Delousing materials and procedures shall be approved through consultation with the qualified health care professionals.

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Chapter 9 - Food Services

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Food Services

900.1 PURPOSE AND SCOPE

The Department recognizes the importance of providing nutritious food and services to inmates to promote good health, to reduce tension in the jail and ultimately support the safety and security of the jail. This policy provides guidelines on the preparation of food services items and dietary considerations for inmates housed in the facility.

900.2 POLICY

It is the policy of this department that food services shall provide inmates with a nutritionally balanced diet in accordance with federal, state and local laws, and with regulations for daily nutritional requirements.

The food services operation shall be sanitary and shall meet the acceptable standards of food procurement, planning, preparation, service, storage and sanitation in compliance with Food and Drug Administration (FDA) and United States Department of Agriculture (USDA) requirements.

900.3 FOOD SERVICES MANAGER

The food services manager shall be responsible for oversight of the day-to-day management and operation of the food services area, including:

- Developing, implementing, and managing a budget for food services.
- Ensuring sufficient staff is assigned and scheduled to efficiently and safely carry out all functions of food services operations.
- Establishing, developing, and coordinating appropriate training for staff and inmate workers.
- Developing a menu plan that meets all nutrition and portion requirements and can be produced within the available budget.
- Other duties and activities as determined by the Superintendent.

900.4 FOOD SAFETY

Temperatures in all food storage areas should be checked and recorded once a day. Hot food shall be reheated to 165 degrees if it falls below 135 degrees at any time.

All reach-in or walk-in refrigerators and cold storage must maintain food temperature as outlined in the Food Storage Policy.

Food production shall be stopped immediately if there is any sewage backup in the preparation area or if there is no warm water available for washing hands. Food production shall not resume until these conditions have been corrected.

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900.5 RELIGIOUS DIETS

The Food Services Manager, to the extent reasonably practicable, will provide special diets for inmates in compliance with the parameters of the Religious Programs Policy and the Religious Land Use and Institutionalized Persons Act (RLUIPA).

When religious diets are provided, they shall conform to the nutritional and caloric requirements for non-religious diets.

900.6 FOOD SERVICES REQUIREMENTS

All reasonable efforts shall be made to protect inmates from food-borne illness. Food services staff shall adhere to sanitation and food storage practices and there shall be proper medical screening and clearance of all food handlers in accordance with the Food Services Workers' Health, Safety and Supervision Policy.

Food production and services will be under staff supervision. Food production, storage and food handling practices will follow the appropriate federal, state, or local sanitation laws.

900.7 MEAL SERVICE PROCEDURE

Inmate meals that are served in a dining room or day room should be provided in space that allows groups of inmates to dine together, with a minimum of 15 square feet of space per inmate. A dining area shall not contain toilets or showers in the same room without appropriate visual barriers.

Meals shall be served at least three times during each 24-hour period. At least one meal must include hot food. Any deviation from this requirement shall be subject to the review and approval of a registered dietitian to ensure that inmates receive meals that meet nutritional guidelines.

Inmates must be provided a minimum of 15 minutes dining time for each meal. There must be no more than 14 hours between a substantial evening meal and breakfast. A substantial evening meal is classified as a serving of three or more menu items at one time to include a high-quality protein, such as meat, fish, eggs, or cheese. The meal shall represent no less than 20 percent of the day's total nutrition requirements. If more than 14 hours pass between meals, approved snacks will be provided. If a nourishing snack is provided at bedtime, up to 16 hours may elapse between the substantial evening meal and breakfast.

Inmates who miss, or may miss, a regularly scheduled meal must be provided with a beverage and a sandwich or substitute meal. Inmates on medical or therapeutic meals who miss their regularly scheduled meal will be provided with their prescribed meal.

As the mealtime approaches, facility staff should direct the inmates to get dressed and be ready for meals. Staff should be alert to signs of injury or indications of altercations, and should investigate any such signs accordingly. Staff should remain alert to the potential for altercation during inmate movement and meals. Meals shall be served under the direct supervision of staff.

It shall be the responsibility of the Correctional Deputies to maintain order and enforce rules prohibiting excessive noise and intimidation of other inmates to relinquish food during mealtime.

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The dining room shall have an area designated for inmates who have been prescribed a longer time to eat by a qualified health care professional, a dietitian or as deemed appropriate by a supervisor.

900.8 EMERGENCY MEAL SERVICE PLAN

The food services manager shall establish and maintain an emergency meal service plan for the facility.

Such a plan should ensure that there is at least a seven-day supply of food maintained in storage for inmates. In the event of an emergency that precludes the preparation of at least one hot meal per day, the Superintendent may declare an "Emergency Suspension of Standards" for the period of time the emergency exists.

In the event that the inmate food supply drops below that which is needed to provide meals for two days, the Superintendent or the authorized designee shall purchase food from wholesale or retail outlets to maintain at least a four-day supply during the emergency.

Depending on the severity and length of the emergency, the Superintendent should consider requesting assistance from allied agencies through mutual aid or the National Guard.

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Food Services Training

901.1 PURPOSE AND SCOPE

The purpose of this policy is to reduce the risk of potential injury to staff, contractors and inmate workers in the food services areas by developing and implementing a comprehensive training program in the use of equipment and safety procedures.

901.2 POLICY

The Ferry County Sheriff's Office ensures a safe and sanitary environment is maintained for the storage and preparation of meals through the appropriate training of food services staff and inmate workers.

901.3 TRAINING

The food services manager, under the direction of the Superintendent, is responsible for ensuring that a training curriculum is developed and implemented in the use of equipment and safety procedures for all food services personnel, including staff, contractors and inmate workers.

The training shall include, at minimum:

(a) Work safety practices and use of safety equipment.

(b) Sanitation in the facility's food services areas.

(c) Reducing risks associated with operating machinery.

(d) Proper use of chemicals in food services areas.

(e) Employing safe practices.

(f) Facility emergency procedures.

A statement describing the duties and proper time schedule should be developed for each job function in the facility's kitchen and food services operation. The food services manager, at the direction of the Superintendent, should establish an employee/kitchen worker training course, and all staff or inmate workers shall be trained on how to assemble, operate, clean and sanitize kitchen equipment.

Information about the operation, cleaning and care of equipment, including manufacturer's literature, that is suitable for use as reference material shall be kept in the food services operation area. The reference material should be used in developing training on the use of the equipment and the maintenance and cleaning procedures.

Safety and sanitation shall be the primary consideration in equipment purchase and replacement. Placement and installation of equipment must be carefully planned to facilitate cleaning, sanitizing, service and repairs. The equipment must also meet any applicable government codes.

901.4 TESTING

A test should be developed to determine and document that the food services worker understands the proper procedures demonstrated during training. Food services workers are required to pass

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the test in order to work in the food services area. Upon achievement of a passing score, the food services worker shall acknowledge receipt of the training in writing. The signed document shall be forwarded to the Training Officer and retained in the worker's training file. Contracted service providers should be required to provide documentation and certification of their employees. Only trained personnel are authorized to use food services equipment.

901.5 BRIEFING TRAINING

The food services manager should consider daily briefing training as a method of staff development. Regular and repetitive trainings of short duration (8 to 10 minutes) at the beginning of each shift are an effective and cost efficient way to maintain the competency of staff. A lesson plan and record of attendance should be incorporated into the briefing training. Records of all training, including training for contract workers, should be forwarded to the Training Officer and maintained in the worker’s training files in accordance with established records retention schedules (WAC 44-14-03005).

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Dietary Guidelines

902.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that the nutritional needs of the inmates are met and that overall health is promoted through the use of balanced nutritious diets.

902.2 POLICY

It is the policy of this department that diets provided by this facility will meet or exceed the guidelines established in the current publication of the U.S. Department of Agriculture’s Dietary Guidelines for Americans (DGA).

902.3 REVIEW OF DIETARY ALLOWANCES

The food services manager is responsible for developing the facility's menus and shall ensure that all menus served by food services comply with the DGA guidelines. Any deviation from the DGA guidelines shall be reviewed by the Superintendent.

The food services manager or the authorized designee shall ensure that the facility's menus and dietary allowances are evaluated annually by a registered dietitian, and that any changes meet the DGA guidelines. The Superintendent must approve menus before they are used.

Menus should be evaluated at least quarterly by food services supervisory staff to verify adherence to the established daily serving requirements.

902.4 MENU CYCLE PLANNING

The food services manager or the authorized designee should plan the menus one month in advance of their use.

Any changes to the menu must be recorded and kept until the next annual inspection. Any menu substitutions must use better or similar items. The planning and preparation of all meals should consider the overall palatability of the planned meal including the appearance and temperature of the food, and the flavor and texture of food combinations.

Menus should include the following minimum food group allowances:

(a) Dairy Group: Three servings of fatfree or lowfat milk or food providing at least 250 mg. of calcium and equivalent to 8 ounces of fluid milk. Four servings for juveniles 15-17 years of age or women who are pregnant or lactating.

(b) Vegetable-Fruit Group: Five servings of fruits and vegetables. At least one serving shall be from each of the following three categories:

1. One serving of a fresh fruit or vegetable.
2. One serving of a Vitamin A source, fruit or vegetable, containing at least 200 micrograms retinol equivalents or more.
3. One serving of a Vitamin C source containing at least 30 mg. or more.

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(c) Grain Group: A minimum of six servings of grains, three of which must be made with some whole grains.

(d) Protein Group: Three servings of lean meat, fish, eggs, cooked dry beans, peas, lentils, nuts, peanut butter or textured vegetable protein, equivalent to 14 grams or more of protein. In addition, a fourth serving from the legumes category shall be served three days a week.

(e) Total dietary fat should not exceed 30 percent of the total calories on a weekly basis. Fat shall be added only in minimum amounts necessary to make the diet palatable.

Providing only the minimum servings outlined in the requirements above is not sufficient to meet the caloric requirements of an inmate. Additional servings of dairy, vegetable-fruit and grain groups must be provided in amounts to meet caloric requirements.

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Food Services Workers' Health, Safety, and Supervision

903.1 PURPOSE AND SCOPE

The purpose of this policy is to establish basic personal health, hygiene, sanitation, and safety requirements to be followed by all food services workers and to ensure the proper supervision of food services staff and inmate workers.

903.2 POLICY

The Ferry County Sheriff's Office will ensure that meals are nutritionally balanced, safe, and prepared and served in accordance with applicable health and safety laws. All inmate food services workers will be properly supervised by custody staff to ensure safety and security at all times.

903.3 FOOD SERVICES MANAGER RESPONSIBILITIES

The food services manager is responsible for developing and implementing procedures to ensure that all meals are prepared, delivered, and served only under direct supervision by staff.

Work assignments shall be developed to ensure that sufficient food services staff is available to supervise inmate food services workers. The food services manager should coordinate with the corrections supervisor to ensure that sufficient correctional staff is available to supervise inmate meal service.

The food preparation area must remain clean and sanitary at all times. The food services manager or the authorized designee shall post daily cleaning schedules for the equipment and food preparation area.

903.4 MEDICAL SCREENING

The food services manager shall work cooperatively with the Superintendent to develop procedures to minimize the potential for spreading contagious disease and food-borne illness. In an effort to prevent the spread of illness, the following shall be strictly observed:

(a) All food services workers shall have a pre-assignment medical examination, in accordance with local requirements, to ensure freedom from diarrhea, skin infections, and other illnesses transmissible by food or utensils.

(b) Periodic reexaminations of food services workers shall be given to ensure freedom from any disease transmissible by food or utensils.

(c) Food services workers shall have education and ongoing monitoring in accordance with the standards set forth in the applicable government health and safety codes.

(d) A supervisor shall inspect and monitor all persons working in any food services area on a daily basis for health and cleanliness, and shall remove anyone exhibiting any signs of food-transmissible disease from any food services area.

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(e) Any person working in any food services area who is diagnosed by a qualified health care professional with a contagious illness should be excluded from the food services areas until medically cleared to return to work.

(f) All food handlers shall wash their hands when reporting for duty and after using toilet facilities. Aprons shall be removed and secured in a clean storage area before entering the toilet facility.

(g) Food services workers shall wear disposable plastic gloves and a protective hair covering, such as a hat or hairnet, when handling or serving food. Gloves shall be changed after each task is completed.

(h) Any outside vendor must submit evidence of compliance with state and local regulations regarding food safety practices.

(i) Smoking at any time is prohibited in any food services area (RCW 70.160.030).

(j) Documentation of compliance with all of the above and with any other risk-minimizing efforts implemented to reduce food transmissible disease shall be maintained in accordance with established records retention schedules (WAC 44-14-03005).

(k) All food services workers shall report to a supervisor any information about their health and activities in accordance with health and safety codes as they relate to diseases that are transmittable through food, (e.g., open sores, runny nose, sore throat, cough, vomiting, diarrhea, fever, recent exposure to contagious diseases such as Hepatitis A or tuberculosis).

Any food services worker is prohibited from handling food or working in any food services area if he/she reports symptoms such as vomiting, diarrhea, jaundice, sore throat with fever or has a lesion containing pus, such as a boil or infected wound that is open or draining. Food service workers shall only return to work in food service areas when cleared by a qualified health care professional.

903.5 TRAINING REQUIREMENTS FOR FOOD SERVICES WORKERS

The food services manager is responsible for developing and implementing a training program for inmate food services that includes food safety, proper food-handling techniques, and personal hygiene. Each inmate food services worker shall satisfactorily complete the initial training prior to being assigned to prepare, deliver, or serve food. Food services workers should receive periodic supplemental training as determined by the food services manager.

The training curriculum for inmate food services workers should include, at minimum, the following topics:

- Proper hand-washing techniques and personal hygiene as it applies to food services work
- Proper application and rotation of gloves when handling food
- Proper use of protective hair coverings, such as hats or hairnets
- Wearing clean aprons and removing aprons prior to entering toilet facilities

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- Maintaining proper cooking and holding temperatures for food
- Proper portioning and serving of food
- Covering coughs and sneezes to reduce the risk of food-borne illness transmission
- Reporting illness, cuts, or sores to the custody staff in charge

903.6 SUPERVISION OF INMATE WORKERS

Only personnel authorized to work in the food preparation area will be allowed inside. Inmate food handlers working in the kitchen must be under the supervision of a staff member. The Superintendent will appoint at least one qualified staff member, who will be responsible for the oversight of daily activities and ensuring food safety. The appointed staff member must be certified by passing the American National Standards Institute food safety manager certification examination.

Sufficient custody staff shall be assigned to supervise and closely monitor inmate food services workers. Staff shall ensure that inmate food services workers do not misuse or misappropriate tools or utensils, and that all workers adhere to the following:

- Correct ingredients are used in the proper proportions.
- Food is maintained at proper temperatures.
- Food is washed and handled properly.
- Food is served using the right utensils and in the proper portion sizes.
- Utensils such as knives, cutting boards, pots, pans, trays, and food carts used in the preparation, serving or consumption of food are properly washed and sanitized after use. Disposable utensils and dishes will not be reused.
- All utensils are securely stored under sanitary conditions when finished.

903.7 SUPERVISION OF THE FOOD SUPPLY

The risk of conflict and protest is reduced when the inmate population has confidence in the safety and quality of their food. Correctional staff should supervise the transport and delivery of food to the respective serving areas. Correctional staff should ensure the food is protected during transportation, delivered to the right location efficiently and under the right temperatures.

Food services staff should report any suspected breech in the safety or security of the food supply. Staff should be alert to inmate behavior when serving food, and cognizant of any comments concerning perceived contamination or portioning issues. Staff should report any suspicion of inmate unrest to a supervisor.

Any change to the published menu or the standard portioning should be documented and reported to the food services manager as soon as practicable.

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Food Preparation Area

904.1 PURPOSE AND SCOPE

This policy is intended to ensure the proper design and maintenance of the food preparation area.

904.2 POLICY

It is the policy of this department to comply with all federal, state, and local laws and regulations concerning the institutional preparation of food.

904.3 COMPLIANCE WITH CODES

The Superintendent is responsible for ensuring that food preparation and service areas are in compliance with all applicable laws and regulations and that food preparation areas are sanitary, well lit, ventilated, and have adequate temperature-controlled storage for food supplies.

Any physical changes in the food preparation area, such as changing equipment or making major menu changes (from cold production to hot food), must be approved by the local public health entity to ensure adequate food protection.

Living or sleeping quarters are prohibited in the food preparation and food services areas.

The food preparation area must avoid cross contamination and remain free from vermin infestation.

904.4 CONSTRUCTION REQUIREMENTS

All remodeling and new construction of food preparation areas shall comply with federal, state, and local building codes, comply with food and agricultural laws and standards and include any required approvals from any local regulatory authority.

The food preparation area shall be sized to include space and equipment for adequate food preparation for the facility's population size, type of food preparation and methods of meal service.

Floors, floor coverings, walls, wall coverings, and ceilings should be designed, constructed, and installed so they are smooth, non-absorbent, and attached so that they are easily cleanable.

Except in the area used only for dry storage, porous concrete blocks or bricks used for interior walls shall be finished and sealed for a smooth, non-absorbent, easily cleanable surface.

Food storage areas shall be appropriately clean, sized, typed, and temperature-controlled for the food being stored.

Lighting throughout the kitchen and storage areas shall be sufficient for staff and inmates to perform necessary tasks.

Mechanical ventilation of sufficient capacity to keep rooms free of excessive heat, steam, condensation, vapors, obnoxious odors, smoke, and fumes shall be provided, if necessary.

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All equipment used in the food preparation area shall be commercial grade and certified by the American National Standards Institute or approved by a registered environmental health professional/sanitarian.

Dishwashing machines will operate in accordance with the manufacturer recommendations and hot water temperatures will comply with federal, state, and local health requirements.

Equipment must be smooth, easy to clean, and easy to disassemble for frequent cleaning.

Equipment should be corrosion resistant and free of pits, crevices, or sharp corners.

Dry food storage must have sufficient space to store a minimum of 15 days of supplies. All food must be stored in sealed containers and a minimum of 6 inches off the floor.

904.5 TOILETS AND WASHBASINS

Adequate toilet and washbasin facilities shall be located in the vicinity of the food preparation area for convenient sanitation and proper hygiene. Toilet facilities shall be completely enclosed and shall have tight-fitting, self-closing, solid doors, which shall be closed except during cleaning and maintenance.

Signs shall be conspicuously posted throughout the food preparation area and in each restroom informing all food services staff and inmate workers to wash their hands after using the restroom. Signs shall be printed in English and in other languages as may be dictated by the demographic of the inmate population.

To reduce the potential for contaminants being brought into the food preparation area, toilet facilities in the vicinity of the food preparation area should be limited to use by the food services staff and inmate workers only. Anyone working in the food services area must store their aprons in a designated clean area before entering the toilet facilities.

The food services manager shall be responsible for procedures to ensure:

(a) All fixtures in the toilet facilities are clean and in good operating condition.

(b) A supply of toilet tissue is maintained at each toilet at all times. Toilet facilities used by women shall have at least one covered waste receptacle.

(c) The hand-washing station located adjacent to the toilet facility has warm water available and is kept clean and in good operating condition. Single-dispensing soap and a method for drying hands shall be provided at all times.

If the toilet facility is outside of the kitchen area, food services workers must wash their hands after using the toilet facility and again upon returning to the kitchen area before preparing or serving food.

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Food Services Facilities Inspection

905.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for inspecting food services areas and facilities to ensure a safe and sanitary environment for staff and inmates.

905.2 POLICY

It is the policy of the Ferry County Sheriff's Office that the food services area be maintained in a safe, sanitary condition by conducting regularly scheduled inspections, both by facility staff and by an outside independent inspection authority as may be required by law.

905.3 CLEANING AND INSPECTIONS BY STAFF

The food services manager shall ensure the dining and food preparation areas and all equipment in the food services area are inspected weekly. Adequate hot and cold water should be available in the kitchen. Water temperature of all fixtures, including washing equipment, should be checked and recorded weekly to ensure compliance with the required temperature range. Deficiencies noted by inspections shall be promptly addressed.

A cleaning schedule for each food services area shall be developed and posted for easy reference by staff, and shall include areas such as floors, walls, windows and vent hoods. Equipment, such as chairs, tables, and ovens, should be grouped by frequency of cleaning as follows:

- After each use
- Each shift
- Daily
- Weekly
- Monthly
- Semi-annually
- Annually

The food services manager is responsible for establishing and maintaining a record-keeping system to document the periodic testing of sanitary conditions and safety measures, in accordance with established records retention schedules (WAC 44-14-03005). At the direction of the Superintendent or the authorized designee, the food services manager shall take prompt action to correct any identified problems.

905.3.1 SAFETY INSPECTION CHECKLIST

The following items should be part of the weekly inspection:

- Lighting is adequate and functioning properly.
- Ample working space is available.
- Equipment is securely anchored.

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- There are suitable storage facilities, minimizing the risk of falling objects.
- Floors are clean, dry, even, and uncluttered.
- Machines have proper enclosures and guards.
- A clear fire safety passageway is established and maintained.
- Fire extinguishers and sprinkler systems are available, not expired, and are tested regularly.
- The food preparation area has good ventilation.
- Furniture and fixtures are free from sharp corners, exposed metal, and splintered wood.
- All electrical equipment is in compliance with codes and regulations.
- All workers wear safe clothing, hair coverings, gloves, and protective devices while working.
- All workers are in good health, with no symptoms of illness or injury that would pose a risk to food safety.
- All ranges, ovens, and hot holding equipment are clean and in good operating condition.
- Water temperatures for hand sinks, ware washing sinks and dishwashing machines meet minimum acceptable temperatures.
- Appropriate hand-washing stations are provided.
- Toilet facilities are in good repair and have a sufficient supply of toilet paper.
- All temperature charts and testing documents are current, accurate and periodically reviewed and verified by the food services manager.
- Only authorized personnel are allowed in the kitchen area.
- Foods are labeled and stored properly using the first-in first-out system.
- The refrigerators and freezers are in good operating condition and maintain proper temperature.
- There is no evidence of cross-connection or cross-contamination of the potable water system.

905.4 CONTRACTING FOR INSPECTION

The food services manager is responsible for ensuring that the food services operation works in accordance with all state and local laws and regulations.

The Superintendent shall contract with an independent, outside source for periodic inspection of the food services facilities and equipment, to ensure that established state and local health and safety codes have been met if applicable.

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Food Services Facilities Inspection

Documentation of the inspections, findings, deficiencies, recommended corrective actions and verification that the corrective standards were implemented will be maintained by the facility in accordance with established records retention schedules (WAC 44-14-03005).

A contract for services from an independent and qualified inspector should include, but is not limited to, the following components:

(a) The inspector should conduct a pre-inspection briefing with the Superintendent and other appropriate personnel, including the food services manager, to identify the applicable government health and safety codes and the areas to be inspected. The inspector should provide the necessary equipment to conduct the inspection.

(b) The inspector should audit the policies and procedures of the food services operation.

(c) During the course of the inspection, the inspector should study and report on whether the following meet acceptable standards:

1. Walls, ceilings and floors are in good condition, smooth and easily cleanable.
2. The kitchen layout is properly designed to avoid cross-contamination.
3. The kitchen is properly lighted and ventilated.
4. The temperature controlled storage areas are in good operating condition and proper temperatures are being maintained.
5. Dry foods are properly stored off the floor, away from the walls and ceilings.
6. There is no sign of vermin infestation.
7. All equipment is properly maintained, in a sanitary condition and is certified by one of the American National Standards Institute certification agencies (e.g., Underwriters Laboratories, Extract, Transform and Load, or the National Science Foundation product certification mark).
8. The dishwashing equipment is clean, in good operating condition and maintains proper washing and rinsing temperatures.
9. There is no evidence of cross-contamination between the potable and contaminated water systems.
10. The ware washing area is clean and supplied with proper chemicals and Material Safety Data Sheets.
11. The food is properly stored, labeled and rotated according to first-in first-out procedures.
12. The food services staff and inmate workers are wearing clean uniforms and practice proper personal hygiene.
13. All food services workers are trained for proper food handling and there is a person in charge who is responsible for the food safety of the facility.
14. There are ample hand-washing stations supplied with warm water under pressure, soap, nail brushes, a method to dry hands, a waste container and employee hand-washing signs.

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Food Services Facilities Inspection

Any deficiencies should be noted by the inspector in his/her inspection report and recommendations made for corrective action.

At the exit interview the inspector should cite any violations according to the government health and safety codes.

The inspector should conduct a follow-up inspection to verify the deficiencies have been corrected as recommended.

The food services manager should provide the Superintendent with a plan to implement the recommended corrections in a timely manner and schedule a post-correction inspection with the original independent inspector.

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Food Storage

906.1 PURPOSE AND SCOPE

The purpose of this policy is to establish food storage methods that are designed to meet manufacturer's recommendations, health and safety codes, state laws and local ordinances, and to safely preserve food, extend storage life and reduce food waste.

906.2 POLICY

Food and food supplies will be stored in sanitary and temperature-controlled areas in compliance with state and local health laws and standards.

906.3 PROCEDURES

The food services manager shall be responsible for establishing procedures to ensure the safe preservation and storage of food in the most cost-effective manner, beginning with the receipt of the raw materials through the delivery of prepared meals.

When receiving food deliveries, food services staff shall inspect the order for quality and freshness and shall ensure that the order is correct by checking the order received against the order form. All delivery vehicles shall be inspected by food services staff to make certain that the vehicles are clean, free from vermin infestations and are maintained at the appropriate temperature for the type of food being carried.

If food quality and freshness do not meet commonly accepted standards or if it is determined that proper storage temperatures have not been maintained, the employee checking the order in will refuse the item and note the refusal on the invoice.

Any food destined for return to the vendor should be stored separately from any food destined for consumption. The food services manager will contact the vendor and arrange for replacement of the unacceptable food items.

Storage temperatures in all food storage areas should be checked and logged on a daily basis. Records of the temperature readings should be maintained in accordance with established records retention schedules (WAC 44-14-03005).

An evaluation system should be established for food stored in any area with temperature readings outside the normal range and should include contingency plans for menu changes, food storage relocation or food destruction, as indicated. All actions taken to ensure the safety of the food served should be documented and retained in accordance with established records retention schedules (WAC 44-14-03005).

906.4 DRY FOOD STORAGE

Canned items and dry food that does not need refrigeration should be stored in a clean, dry, secure storage area where temperatures are maintained between 45 and 80 degrees. Temperatures shall be monitored and recorded once each day on a checklist.

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All dry items shall be stored at least 6 inches off the floor and at least 6 inches away from any wall. Only full unopened cans and containers shall be stored in the storerooms. Open containers and packages shall be appropriately stored in the working or holding areas.

All storage areas will be kept locked when they are not in actual use. New food shipments shall be placed behind existing like items and rotated using a first-in first-out rotation method.

Personal clothing and personal items shall not be stored in food storage areas.

906.4.1 MAINTENANCE OF DRY FOOD STORAGE AREAS

Inmate workers or staff should clean the storage areas at least once each day by sweeping and mopping all floors and wiping down shelves and walls. Any damaged items should be inspected for spoilage and repackaged or discarded as appropriate. Food services staff should inspect the storage areas to ensure they are clean and orderly. Staff will document the inspection and record the daily temperature on the storage area checklist.

906.5 REFRIGERATED AND FROZEN STORAGE

Unless health codes dictate otherwise refrigerators must be kept between 32 and 41 degrees. Deep chill refrigerators will be set between 28 and 32 degrees for cook-chill products, dairy and meat items, to extend shelf life. Other than the defrosting cycle, all freezers must maintain a temperature of 0 degrees or lower.

All freezer and refrigerator storage areas should have at least two thermometers to monitor temperatures. One thermometer should have a display visible to the outside. The second thermometer shall be placed in the warmest place inside the storage area. Daily temperature readings shall be recorded on the storage area checklist. Any variance outside of acceptable temperature range shall be immediately addressed.

All food must be covered and dated when stored. Cooked items shall not be stored beneath raw meats. Cleaned vegetables shall be stored separately from unwashed vegetables. Storage practices shall use a first-in first-out rotation method.

906.5.1 MAINTENANCE OF REFRIGERATED AND FREEZER AREAS

Refrigeration storage units should be cleaned daily, including mopping floors and wiping down walls. A more thorough cleaning should occur weekly to include dismantling and cleaning shelves. Food services staff should inspect the contents of freezers and storage units daily to ensure all items are properly sealed and labeled.

906.5.2 STORAGE OF CLEANING SUPPLIES AND MATERIALS

The storage of soaps, detergents, waxes, cleaning compounds, insect spray and any other toxic or poisonous materials are kept in a separate, locked storage area to prevent cross contamination with food and other kitchen supplies.

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906.6 WASTE MANAGEMENT

The food services manager shall develop and maintain a waste management plan that ensures the garbage is removed daily. This plan also should include methods to minimize the waste of edible food and to dispose of non-edible or waste food material without utilizing a landfill.

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Prescribed Therapeutic Diets

907.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that inmates who require prescribed therapeutic diets as a result of a diagnosed medical condition are provided with nutritionally balanced therapeutic meals that are medically approved and meet nutritional and safety standards.

907.2 POLICY

The Superintendent, in consultation with the food services manager, shall:

(a) Develop written procedures that identify individuals who are authorized to prescribe a therapeutic diet.

(b) The therapeutic diets utilized by this facility shall be planned, prepared and served with consultation from a registered dietitian.

(c) The Superintendent shall comply with any therapeutic diet prescribed for an inmate.

(d) The Superintendent shall ensure that the therapeutic diet manual, which includes sample menus of therapeutic diets, shall be available in both the health services and food services work areas for reference and information. The Superintendent and a registered dietitian if available shall review, and the Superintendent shall approve, the therapeutic diet manual on an annual basis.

As a best practice, all therapeutic diet prescriptions should be reviewed and rewritten, if appropriate, on a quarterly basis. This is to reduce the risk of an inmate developing an adverse medical condition or nutritional effect as the result of a diet that is inconsistent with the inmate's current medical needs. A diet request form should be made available to inmates.

Pregnant or lactating women shall be provided a balanced, nutritious diet approved for pregnant women by a physician.

907.3 STAFF COMMUNICATION/COORDINATION

It is the responsibility of the health authority to compile a daily list of all inmates who are prescribed therapeutic diets. The list should contain the following information:

(a) Inmate's name

(b) Inmate's identification number

(c) Housing location or dining location where the meals will be delivered

(d) Inmate's therapeutic diet type

(e) Special remarks or instructions

Any time inmates are assigned to a different housing area, correctional staff must notify the food services personnel immediately.

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907.4 PREPARATION AND DELIVERY OF MEALS

The food services manager or the authorized designee is responsible for reviewing the therapeutic diet lists prepared by the Responsible Physician, counting the number and type of therapeutic meals to be served and preparing the food according to the therapeutic menu designed by the registered dietitian.

Therapeutic diets may include snacks and oral supplements. Snacks and supplements should be distributed with regularly scheduled meal service or may be distributed with inmate medications. Individual labels or written documents containing the following information should be prepared by the kitchen, clearly identifying each meal and any included snacks:

(a) Inmate's name

(b) Inmate's identification number

(c) Housing location or dining location where the meals will be delivered

(d) Inmate's therapeutic diet type

(e) A list of items provided for the meal

The custody staff responsible for meal distribution shall ensure that any inmate who has been prescribed a therapeutic meal by the Responsible Physician or the authorized designee receives the prescribed therapeutic meal. Inmates who receive a therapeutic meal should sign for receipt of the meal. Therapeutic meal receipts should be retained in the inmate's medical record for an amount of time necessary to resolve any dispute about the receipt or composition of a prescribed meal.

Unless a therapeutic diet was prescribed with a specific end date, only the Responsible Physician or the authorized designee may order that a therapeutic diet be discontinued.

Inmates who are receiving therapeutic diets must receive clearance from the Responsible Physician before he/she may receive a religious or disciplinary diet.

If prescribed by the Responsible Physician, supplemental food shall be served to inmates more frequently than the regularly scheduled meals. An inmate who misses a regularly scheduled meal shall receive his/her prescribed meal.

907.5 THERAPEUTIC AND RELIGIOUS MEAL RECORDS

Inmates receiving prescribed therapeutic diet meals and/or authorized religious diet meals must sign a document indicating:

(a) Inmate's name

(b) Inmate's identification number

(c) Dates and times of service

(d) Housing location or dining location where the meals will be delivered

(e) Inmate's therapeutic diet type

(f) A list of items provided for the meal

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Prescribed Therapeutic Diets

All information regarding a therapeutic diet is part of an inmate's medical record and is therefore subject to state and federal privacy laws concerning medical records.

All meal records shall be retained in accordance with established retention schedules and applicable statutory regulations (WAC 44-14-03005).

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Chapter 10 - Inmate Programs

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Inmate Programs and Services

1000.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the programs and services that are available to inmates. The programs and services exist to motivate offenders toward positive behavior while they are in custody. The policy identifies the role and responsibilities of the Sergeant, who manages a range of programs and services.

1000.2 POLICY

The Ferry County Sheriff's Office will make available to inmates a variety of programs and services subject to resources and security concerns. Programs and services offered for the benefit of inmates may include social services, faith-based services, recreational activities, library access, educational/vocational training, alcohol and drug abuse recovery programs and leisure time activities.

1000.3 SERGEANT RESPONSIBILITIES

The Sergeant is selected by the Superintendent and is responsible for managing the inmate programs and services, including the following:

(a) Research, plan, budget, schedule, and coordinate security requirements for all inmate programs and services.

(b) Develop or procure programs and services as authorized by the Superintendent.

(c) Act as a liaison with other service providers in the community that may offer social or educational programs (e.g., school districts, department of social services, health educators, substance abuse counselors).

(d) Develop, maintain, and make available to inmates the schedule of programs and services.

(e) Develop policies and procedures, and establish rules for the participation of inmates in the programs and services.

(f) Develop and maintain records on the number and type of programs and services offered, as well as inmate attendance at each offering.

(g) Establish controls to verify that the content and delivery of programs and services are appropriate for the circumstances.

(h) Accumulate data and prepare monthly and annual reports as directed by the Superintendent.

(i) Ensure inmates are not denied access to educational and vocational programs based solely on their indigent status.

1000.4 SECURITY

All programs and services offered to benefit inmates shall adhere to the security and classification requirements of this facility. To the extent practicable, the Sergeant will develop individualized programs and services for inmates who are housed in high-security or administrative segregation.

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1000.5 DISCLAIMER

Inmate programs are provided at the sole discretion of the Ferry County Sheriff's Office in keeping with security interests, available resources and best practices.

Nothing in this policy is intended to confer a legal right for inmates to participate in any program offered other than what is required by law or that which is medically required.

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Inmate Welfare Fund

1001.1 PURPOSE AND SCOPE

The Department is authorized to maintain a fund derived from proceeds from the commissary, telephones and other inmate-related commerce activities, to be used primarily to provide welfare and education programs for the benefit of the inmate population. This policy establishes guidelines for maintaining and administering the Inmate Welfare Fund.

1001.2 INMATE WELFARE FUND

The Sergeant in cooperation with the Auditor's Office will establish and maintain an Inmate Welfare Fund where proceeds derived from inmate telephones, commissary profits, and other income intended for the support of inmate programs, is deposited.

The Inmate Welfare Fund is allocated to support a variety of programs, services and activities benefiting the general inmate population and enhancing inmate activities and programs. This includes capital construction and improvement projects in support of such programs, services, and activities.

1001.3 INMATE WELFARE FUNDING SOURCES

Revenues and funding from the following sources shall be deposited into the Inmate Welfare Fund account:

(a) All proceeds from commissary operations

(b) Proceeds from the operation of inmate telephones

(c) Donations

(d) Interest income earned by the Inmate Welfare Fund

1001.4 EXPENDITURE OF INMATE WELFARE FUNDS

The Inmate Welfare Fund shall be used solely for the welfare and benefit of the inmate population or as otherwise permitted by law.

Expenditures permitted from the Inmate Welfare Fund include, but are not limited to, the following:

(a) Education programs

(b) Recreational goods and services, such as:

1. Recreational equipment, games and sporting goods
2. Televisions and cable/satellite subscriptions, video players and content media
3. Library books

(c) Salary and benefit costs for personnel while they are employed in positions or are performing activities solely for the benefit of inmates or to facilitate inmate programs

(d) Welfare packages for indigent inmates

(e) Alcohol and drug treatment programs

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(f) Department facility canteens, including vending machines available for inmate use

(g) Inmate trust accounting system

(h) Envelopes, postage and personal hygiene items for indigent inmates

(i) Approved non-prescription, over-the-counter health aids for inmate use

(j) Libraries designated for inmate use

(k) Visiting room equipment, supplies and services

(l) Inmate activity programs, including:

1. Equipment for television viewing
2. Visiting music/entertainment groups
3. Music equipment and supplies
4. Activities equipment, supplies and services
5. Repair of equipment purchased from the Inmate Welfare Fund
6. Food or supplies for special occasions
7. Inmate awards for the purpose of providing umpires or referees, and maintaining activity equipment and apparel
8. Inmate tournaments and holiday events
9. Inmate club activities
10. Entertainment equipment, cable or satellite subscription services and other related supplies
11. Materials for faith-based programs

1001.4.1 PROHIBITED EXPENDITURES OF INMATE WELFARE FUND

Except as permitted by law, the Inmate Welfare Fund shall not be used to fund activities associated with any of the following:

(a) Security-related functions, including staff, safety equipment, radios, weapons or control devices that are specifically designated for use by the custody staff in maintaining the security, safety and order in the facility

(b) Food service, staff costs, equipment and supplies

(c) Medical/dental services, staff costs, equipment and supplies

(d) Maintenance and upkeep of department facilities not otherwise permitted by law

(e) Janitorial services and supplies

(f) Transportation to court, medical appointments or other reasons not related to inmate programs

(g) Any other normal operating expenses incurred by the day-to-day operation of the Department

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1001.5 FINANCIAL ACCOUNTING OF INMATE WELFARE FUNDS

The Sergeant in cooperation with the Auditor's Office shall maintain an accounting system to be used for purchasing goods, supplies and services that support inmate programs.

An audit of the Inmate Welfare Fund shall be completed annually by a certified auditor recognized by the Department as an authorized financial auditor.

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Inmate Accounts

1002.1 PURPOSE AND SCOPE

This policy establishes guidelines and procedures for managing, handling and accounting of all money belonging to inmates that is held for their personal use while they are incarcerated in this facility.

1002.2 INMATE ACCOUNTS

The Department will establish an inmate account for the purpose of receiving funds from authorized sources for inmate welfare. A separate account will be established for each inmate when he/she is booked into this facility.

When an inmate is booked into the jail, an itemized inventory of the money in the inmate's possession shall be completed. Any subsequent deposits to the inmate's fund shall be inventoried and documented. An inmate shall be issued a receipt for all money held until his/her release.

An inmate may use money in his/her inmate account for bail or to purchase items from the inmate commissary. Inmates may receive and release money while in custody. Funds will be made available to inmates for their use in accordance with the rules and regulations established by the Superintendent.

1002.3 FUNDING SOURCES

The inmate account will only accept funds for deposit from approved sources. Funds deposited into an inmate’s account will first be used to settle the inmate’s negative balance, should one exist.

1002.3.1 DEPOSITS DURING BOOKING

With the exception of legally prescribed fees (e.g., booking fees, pay to stay), all money received during the booking process shall be deposited to the inmate’s account after the inmate signs an acknowledgement agreeing to the amount.

1002.3.2 DEPOSITS THROUGH THE MAIL

All funds received by mail to be deposited to an inmate's account shall be deposited into inmate's commissary account. Inmate will sign receipt to acknowledge funds received and endorse check/ money order.

Only cash, money orders and checks issued by federal, state, county or city government agencies that are received through the mail are acceptable for deposit into inmate accounts. Although cash may be accepted for deposit, it is not recommended that cash be sent through the mail. All personal checks, payroll checks and other unapproved monies will be forwarded to the personal property storage area and placed in the inmate's property bag.

1002.3.3 VISITOR DEPOSITS

Only approved visitors may deposit funds into an inmate's account. Corrections staff may only accept cash, money orders, or approved checks for deposit to an inmate's account.

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Corrections staff shall post funds received to the inmate's account and prepare a validated receipt for the transaction. A copy of the transaction receipt shall be provided to both the inmate and the person making the deposit. A copy will be retained by the jail and filed into inmate's kite file for retention as per records retention.

1002.4 AUTHORIZATION FOR SELF-BAIL

Inmates wishing to use their personal funds as bail must submit inmate kite stating they want to use personal funds for bail purpose. This transaction document must be received by the Corrections staff before the inmate's account can be debited and a receipt issued.

1002.5 RELEASE OF FUNDS TO OTHER PERSONS

Inmates wishing to release all or part of their personal funds to a person who is not in custody must submit an inmate kite authorizing transaction. The inmate releasing money must inform Corrections staff to whom the check will be released and to whom the check will be made out. That person must furnish a valid driver's license or state-issued identification card to the Corrections staff. The Corrections staff will then forward the cash withdrawal receipt to the proper housing area for the inmate's signature acknowledging funds have been withdrawn from account.

1002.6 RELEASE FROM CUSTODY

Corrections staff will close the commissary account when an inmate is scheduled for release. Inmate will be offered either a check or debit card for balance remaining at release. Inmate will sign receipt acknowledging they received their funds.

1002.7 CASHIER RESPONSIBILITY

All monies shall be counted, verified against the transactions, bundled and placed in a designated deposit bag and taken to bank for deposit into inmate welfare account at least weekly.

Any unresolved discrepancies found during the balancing procedures shall be promptly reported. The Corrections staff reporting the discrepancies shall prepare a report showing the amount of the discrepancy.

The report shall include the following:

(a) Date and time each cash discrepancy was discovered

(b) Amount of overage or shortage

(c) Explanation of the cause of the overage/shortage

(d) Documentation used to identify the error

(e) Recovery attempts

(f) Name of person reporting the discrepancy

(g) Name of person approving the report and the date approved

The supervisor shall initial the report prior to submission to the Superintendent for final review.

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1002.8 SECURE BANKING OF INMATE FUNDS

All monies collected by custody personnel shall be secured daily in an officially designated and secure place and verified by a supervisor.

1002.9 AUTOMATED KIOSKS

The use of automated kiosks for the deposit of monies into the inmate trust fund or to transfer inmate monies for the purchase of commissary or other authorized items will meet the financial accounting requirements of this policy and other standard financial practices.

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Counseling Services

1003.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process for providing counseling and crisis intervention services to inmates.

1003.2 POLICY

will provide counseling and crisis intervention services to any inmate who either requests services or is determined by a Corrections staff member and/or medical provider to be in need of counseling or crisis intervention services. These services may be provided by:

(a) Northeast Washington Alliance Counseling Services.

(b) Faith-based counseling by the chaplain or religious volunteers (see the Religious Programs Policy).

(c) Correctional Deputies assigned to the facility who have specific training and expertise in this area.

The Superintendent shall develop and confidentially maintain records of counseling and crisis intervention services provided to inmates and to ensure that those records are retained in accordance with established records retention schedules (WAC 44-14-03005).

The Superintendent shall ensure that request forms are available and provided to inmates who request counseling services. All inmate requests for counseling shall be signed by Corrections staff upon receipt and an appointment with appropriate services will be scheduled. If an inmate displays behavior indicating a need for counseling or crisis intervention services, the Corrections staff shall document behavior and assess the need and area of counseling and make a reasonable effort to provide the inmate with the requested counseling as soon as practicable with consideration given to facility security, scheduling and available resources. Inmates who are victims of a sexual abuse or harassment incident will be informed of the availability and continuity of counseling (28 CFR 115.82; 28 CFR 115.83).

1003.3 NON-CRISIS COUNSELING

The Department shall, when reasonably practicable, make counseling services available to assist inmates who are being released into the community.

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Inmate Exercise and Recreation

1004.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines and procedures ensuring that the Ferry County Sheriff's Office facility will have sufficiently scheduled exercise and recreation periods and sufficient space for these activities, as required by law.

1004.1.1 DEFINITIONS

Definitions related to this policy include:

Exercise - The physical exertion of large muscle groups.

Recreation - Activities that may include table games, watching television or socializing with other individuals.

1004.2 POLICY

It is the policy of this department to provide inmates with access to exercise opportunities and equipment, and to recreation activities in accordance with state laws or requirements. The Superintendent or the authorized designee shall be responsible for ensuring there is sufficient secure space allocated for physical exercise and recreation, and that a schedule is developed to ensure accessibility for all inmates.

1004.3 ACCESS TO EXERCISE

Inmates shall have access to exercise opportunities and equipment, including at least one hour daily of physical exercise outside the cell, and the opportunity to exercise outdoors when weather permits.

The day Corrections staff shall use the approved daily log sheet to document when inmates of like classification status are scheduled to exercise each day and shall record the exercise of an inmate, or that the inmate has declined outside exercise.

Daily log sheets should be collected monthly and forwarded to the Superintendent. Log sheets shall be maintained in accordance with established records retention schedules WAC 44-14-03005).

1004.4 ACCESS TO RECREATION

Each inmate shall have access to recreational (leisure-time) activities outside the cell at least once a day. The length of time will be determined by the inmate's classification status, security concerns and operational schedules that preclude recreation during a period of time (e.g., meal times, searches, lockdown, or court). The staff should ensure that the maximum time possible is provided to the inmates for this purpose.

Televisions, table games, and other items may also be made available to enhance recreation time. Consideration will be given to the passive or active recreational needs of older inmates and inmates with disabilities.

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1004.4.1 USE OF THE INMATE WELFARE FUND
Monies derived from the Inmate Welfare Fund may be used to purchase and maintain recreational equipment and supplies.

1004.5 SECURITY AND SUPERVISION

Corrections staff will monitor inmates during recreation time via physical security checks and video surveillance. Inmates are responsible for their own physical activities. Ferry County Jail does not provide exercise equipment. Puzzle, books, board games, rubber balls, and television are provided.

The staff supervising the inmates during exercise and recreation time shall document when each inmate has the opportunity to exercise or recreate.

The supervising staff may terminate the recreation period and escort back to the housing unit/ cell any inmate who continues to act in an aggressive or disorderly manner after being ordered to stop by the staff. Whenever an exercise or recreation period is involuntarily terminated, the staff will document the incident and rationale for terminating the exercise period. The Sergeant will determine whether disciplinary action is warranted.

1004.6 EXERCISE SPACE

Sufficient outdoor and covered/enclosed exercise areas, as specified by federal, state and/or local laws or requirements, should be provided to ensure one hour of exercise for each general population inmate per day. Use of outdoor exercise is preferred but weather conditions may require the use of covered/enclosed space. Day room space is not considered exercise space.

1004.7 INABILITY TO MEET REQUIREMENTS

In the event that the inmate population exceeds the ability of the facility to meet the exercise and recreation requirements, the facility should notify the governing body about the deficiency in space for exercise, that it may violate the law and/or the requirements, and request funds to remedy the situation. The facility should document all action taken to try to remedy the situation, including funding requests, population reduction requests and all responses to those requests.

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Commissary Services

1005.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a commissary program that will give inmates the opportunity to purchase personal items that are not provided by the facility.

1005.2 POLICY

It is the policy of this department to provide commissary services so that inmates who are not on disciplinary restriction and who have funds posted to their inmate accounts may purchase items approved by the Superintendent.

1005.3 COMMISSARY MANAGER RESPONSIBILITIES

The Superintendent shall be responsible for designating a qualified person to act as the Commissary Manager. The Commissary Manager shall be responsible for the accounting and general operation of the commissary, which shall include, but is not limited to:

- Maintaining current rules, regulations and policies of the commissary and ensuring compliance by Corrections staff.
- Managing inventory and processing orders in a timely manner.
- Ensuring that sufficient space is provided either on or off facility property for the storage and processing of commissary orders.
- Ensuring commissary facilities are sanitary and secure.
- Conducting a weekly inventory of all supplies and immediately reporting any discrepancies to the Superintendent.
- To the extent reasonably practicable, ensuring the prices for items offered in the commissary correspond to local retail store prices.

Any commissary inventory or sales issues related to religious diets shall be addressed in the Religious Programs Policy.

1005.4 COMMISSARY ACCOUNTING

The Sergeant shall be responsible for ensuring that all inmates who have commissary privileges have the opportunity to order and receive commissary items in a timely manner. Inmates are allowed to purchase commissary items twice daily. Facility offers items not available on daily commissary for weekly purchase via contract commissary. Weekly purchases will be conducted on inmate kiosk which are located in all inmate recreation areas and female pod. Weekly orders usually arrive on Thursday and are distributed on day of arrival. Dispensing weekly commissary does depend on workload of Corrections staff.

All inmates shall be afforded the opportunity to review an accounting of their money held in their account, to include deposits, debits and commissary goods purchased and received. Any discrepancy of the inmate's funds shall be immediately reported to the Commissary Manager. If the

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Commissary Manager and the involved inmate cannot settle the discrepancy, the Superintendent shall be notified, and the Superintendent will resolve the discrepancy.

1005.5 INMATE WELFARE PACKS

The Superintendent or the authorized designee shall monitor the provision of welfare packs to indigent inmates. Welfare packs shall include, but not be limited to:

(a) Three postage-paid envelopes and paper letters each week to permit correspondence with family members and friends.

(a) Personal hygiene items, including toothbrush, toothpaste, soap and other supplies deemed to be appropriate for indigent inmates.

The Superintendent may expend money from the Inmate Welfare Fund to provide indigent inmates with essential clothing and limited transportation expenses upon release.

1005.6 ANNUAL AUDIT OF THE COMMISSARY

The Commissary Manager should ensure that an annual audit of the commissary operation is conducted by a certified auditor. The written report prepared by the auditor should be reviewed for accuracy by the Commissary Manager and provided to the Superintendent.

All surplus funds from the commissary operation should be deposited into the Inmate Welfare Fund or used in a manner from which the inmates will benefit. They also may be deposited and used in accordance with expenditures authorized by the Superintendent. An itemized report of expenditures shall be submitted annually to the Superintendent.

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Library Services

1006.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for funding of library services and for providing inmates access to leisure and legal reading materials.

1006.2 POLICY

It is the policy of this facility to operate a library service that provides leisure and access to legal reading/research materials to inmates.

1006.3 RESPONSIBILITIES

The Superintendent or the authorized designee is responsible for the administration of the library services and should appoint a capable member to serve as librarian to run the daily library operations. The library services shall include access to legal reference materials, current information on community services and resources, and religious and recreational reading material.

The librarian shall ensure that reading materials are provided to the general housing units and that any member assigned to assist with the delivery of library services has received the appropriate training in facility safety and security practices.

1006.4 LIBRARY FUNDING AND MAINTENANCE

The Superintendent should ensure that funding is available to operate the library. The Superintendent may use monies from the Inmate Welfare Fund to offset the cost of salaries, services, and supplies. The librarian may enlist the assistance of the local public library system and other community organizations to maintain and update the library. Donated books and materials should be screened by the Corrections staff for permissible content and safety prior to being distributed to inmates.

The Department may reject library materials that may compromise the safety, security, and orderly operation of this facility (see the Inmate Mail Policy for examples of materials that may be rejected).

The library shall be operated within the physical, budgetary, and security limits of the existing facility.

Books and other reading material should be provided in languages that reflect the population of the facility.

1006.5 ACCESS TO LIBRARY

Access to the inmate library or to library materials shall be based on inmate classification, housing location, and other factors that legitimately relate to maintaining the safety and security of the facility.

Inmates in disciplinary segregation shall have the same access to reading materials and legal materials as the general population unless a restriction is directed by the court.

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1006.6 LEISURE LIBRARY MATERIALS

Each inmate is allowed to have no more than two books at any given time. Existing selections must be returned before new books may be selected by an inmate. Inmates who destroy or misuse books and library materials will be subject to disciplinary action and may be required to pay for the material.

1006.7 LEGAL MATERIALS

All inmates shall have reasonable access to the legal system, which may include access to legal reference materials via laptop computer. Pro se inmates shall have priority regarding access to legal publications.

Legal information that may be provided through the library includes but is not limited to:

- Criminal code sections.
- Copies of criminal and/or civil cases.
- Copies of relevant judicial forms.

Inmates desiring access to the library or legal publications shall submit a completed request kite to a Correctional Deputy. Only one request per inmate per week is allowed unless the inmate is a court-ordered pro se or time permits more access.

The Corrections staff will collect completed request forms and deliver them to the librarian or if no librarian is assigned, a Corrections staff member will process the request. Upon receipt the librarian will time stamp, log, and number the request and arrange for the inmate to have access to the library or to legal research services if they are available and do not conflict with scheduling or security concerns. Records of access to legal materials and whether the requests were fulfilled or denied should be documented each day and maintained in the inmate's file and/or daily log in accordance with established records retention schedules (WAC 44-14-03005).

Pro se inmates may keep minimal supplies for their case in their cells (e.g., paper, letters, reference materials), provided they do not create a fire hazard or other safety or security concern.

1006.8 ALTERNATE MEANS OF ACCESS TO LEGAL RESOURCES

Nothing in this policy shall confer a right to access a law library. Unless it is specified by court order, the Superintendent may provide access to legal resources by a variety of means that may include public or private legal research services (e.g., web-based legal resources).

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Inmate Telephone Access

1008.1 PURPOSE AND SCOPE

This policy establishes guidelines for permitting inmates to access and use telephones.

1008.2 POLICY

The Jail will provide access to telephones for use by inmates consistent with federal and state law. The Superintendent or the authorized designee shall develop written procedures establishing the guidelines for access and usage. All inmates will be provided a copy of the telephone usage rules as part of their inmate orientation during the booking process.

1008.3 PROCEDURE

Inmates housed in general population will be permitted reasonable access to public telephones at scheduled times in the dayrooms for collect calls unless such access may cause an unsafe situation for thejail, members, or other inmates. The Superintendent shall ensure a notice is conspicuously posted near the phones, informing the inmates that non-attorney calls may be monitored and recorded.

Inmates are not permitted to receive telephone calls. Messages will only be delivered in the event of a verified emergency.

In the event of a jail emergency, or as directed by the supervisor or the Superintendent, all telephones will be turned off.

For security reasons, inmates who are awaiting transport to another facility or release to another agency are not permitted to use the telephones.

Teletypewriter/telecommunications device for the deaf (TTY/TDD)) or equally effective telecommunications devices will be made available to inmates who are deaf, are hard of hearing, or have speech impairments to allow these inmates to have equivalent telephone access as those inmates without these disabilities.

The minimum time allowed per call should be 10 minutes, except where there are substantial reasons to justify such limitations.

Reasons for denial of telephone access shall be documented and a copy placed into the inmate's file. The rules governing the use of the telephone will, in addition to being provided to inmates during orientation, be posted near the telephones.

The member should monitor the use of public telephones to ensure inmates have reasonable and equitable access and that the rules of use are observed. Any inmate refusing to cooperate with the telephone rules may have their call terminated, telephone privileges suspended, and/or incur disciplinary action.

Requirements relating to the use of telephones during booking and reception are contained in the Reception Policy.

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1008.4 USE OF TELEPHONES IN HIGH-SECURITY OR ADMINISTRATIVE SEGREGATIONHOUSING

Inmates who are housed in high-security or administrative segregation may use the public telephones in the dayroom during the time allocated for that classification of inmate to utilize that space. If portable telephones are available in the facility, inmates who are housed in high-security or administrative segregation units may have reasonable access to the portable telephones.

1008.5 COURT-ORDERED TELEPHONE CALLS

If a court order specifying free telephone calls is received by the facility, or a supervisor determines there is a legitimate need for a free telephone call for a specific inmate, the supervisor may direct that an inmate use a facility telephone at no charge. Calls placed from a facility telephone should be dialed by a staff member. The staff shall be responsible for ensuring that the inmate is not calling a number that has been restricted by a court order or by request of the recipient. Such a call shall be recorded to the same extent authorized for calls that are not court-ordered.

1008.6 ATTORNEY-CLIENT TELEPHONE CONSULTATION

At all times through the period of custody, whether the inmate has been charged, tried, convicted or sentenced, reasonable and non-recorded telephone access to an attorney shall be provided to the inmate at no charge to either the attorney or to the inmate, in accordance with the Inmate Access to Courts and Counsel Policy.

1008.7 CONFERENCE CALL REGARDING CHILD PLACEMENT

Inmates who are parents shall be allowed to participate in a case conference convened pursuant to RCW 13.34.067 by either conference call or video conference.

1008.8 TELEPHONE CONTRACTS AND CHARGES

The Superintendent or the authorized designee is responsible for ensuring that rates charged to inmates are similar to those charged in the general public and that inmates are afforded a range of feasible calling options.

1008.9 VIDEO CALLS

Inmates are allowed to make video calls via the inmate Kiosk at their own expense. Inmates must submit a request for scheduled calls via inmate kiosk. Corrections staff will receive the request and either approve or deny, depending upon time, location, and security risks. Rates for video calls are higher than standard phone calls.

1008.10 FOREIGN NATIONALS

A foreign national who has been detained may contact their consulate via the public phones provided for inmates. If the consulate does not accept collect calls, the foreign national shall be allowed to make a reasonable number of direct calls to establish communication with the consulate.

Consular officers who contact the jail to speak with a foreign national to provide consular services should be given reasonable telephone access to the inmate.

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Inmate Visitation

1009.1 PURPOSE AND SCOPE

The purpose of this policy is to establish rules for visitation and to provide a process for inmate visits and visitors. Visitation is a privilege and is based on space availability, schedules and on-duty staffing.

1009.2 POLICY

It is the policy of the Ferry County Sheriff's Office to allow inmate visitation, including video visitation when applicable, as required by law.

1009.3 PROCEDURES

The Department shall provide adequate facilities for visiting that include appropriate space for the screening and searching of inmates and visitors, and storage of visitors' personal belongings that are not allowed in the visiting area.

The Superintendent shall develop written procedures for inmate visitation. The procedures are subject to safety and security requirements and should consider:

- The jail's schedule.
- The space available to accommodate visitors.
- Whether an emergency or other conditions justify a limitation in visiting privileges.

The visiting area shall accommodate inmates and visitors with disabilities. Visitors with disabilities who request special accommodations shall be referred to a supervisor. Reasonable accommodations will be granted to inmates and disabled visitors to facilitate a visitation period.

Visitor logs and records shall be developed and maintained in accordance with established records retention schedules (WAC 44-14-03005).

Court orders granting a special inmate visitation are subject to county legal review and interpretation.

1009.3.1 VISITOR REGISTRATION AND IDENTIFICATION

All visitors must register and produce a valid state, military, tribal, or other government identification. Identification will be considered valid for 90 days after expiration, provided the visitor has renewed the ID and has proof of the renewal.

(a) The registration form must include the visitor's name, address, and the relationship to the inmate.

(b) A valid identification shall include the following:

1. A photograph of the person
2. A physical description of the person

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(c) An official visitor shall present proof of professional capacity. For example, an attorney license/Supreme Court card, law enforcement identification, or a business card/ letterhead of business with the visitor's name.

Failure or refusal to provide a valid identification is reason to deny a visit.

1009.4 AUTHORIZATION TO SEARCH VISITORS

Individuals who enter the secure perimeter of this jail are subject to search if there is reasonable cause to believe the visitor has violated the law, is wanted by a law enforcement agency, or is attempting to bring contraband onto the jail property or into the jail. All searches shall be made in accordance with current legal statutes and case law.

1009.5 VISITING SCHEDULE

The Superintendent shall designate a person to develop a schedule for inmate visitation that includes daytime, evening, and weekend hours. Each inmate shall receive a copy of the visitation schedule in the inmate handbook at orientation. The visiting hours will also be posted in the public area of the facility.

1009.6 DENIAL OR TERMINATION OF VISITING PRIVILEGES

The Superintendent or the authorized designee is responsible for defining, in writing, the conditions under which visits may be denied.

Visitation may be denied or terminated by a supervisor if the visitor poses a danger to the security of the jail or there is other good cause, including, but not limited to, the following:

(a) The visitor appears to be under the influence of drugs and/or alcoholic beverages.

(b) The visitor refuses to submit to being searched.

(c) The visitor or inmate violates jail rules or posted visiting rules.

(d) The visitor fails to supervise and maintain control of any minors accompanying the visitor into the jail.

(e) Visitors attempting to enter this jail with contraband will be denied a visit and may face criminal charges.

Any visitation that is denied or terminated early, on the reasonable grounds that the visit may endanger the security of the jail, shall have the actions and reasons documented. A copy of the documentation will be placed into the inmate's file and another copy will be forwarded to the Superintendent.

1009.7 GENERAL VISITATION RULES

All visitors and inmates will be required to observe the following general rules during visitation:

(a) A maximum of two adults and two children will be permitted to visit an inmate at any one time. Children visiting inmates must be deemed age appropriate by the parent or guardian accompanying the child. Where a dispute over children visiting occurs between the inmate and the parent or legal guardian, the inmate will be advised to

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use the court for resolution. Adults must control minors while they are waiting to visit and during the visit.

(b) An inmate may refuse to visit with a particular individual.

(c) Those inmates who are named as the restrained person in any restraining or other valid court order shall not be allowed visits from persons who are protected by the order.

(d) Visitors must be appropriately attired prior to entry into the visitor's area of the facility.

(e) Inappropriate clothing, such as transparent clothing, halter tops, excessively tight or revealing clothing, hats and bandannas or any other clothes associated with a criminal gang or otherwise deemed by the staff to be unacceptable will not be permitted.

(f) All visitors must have footwear.

(g) Visitors will leave all personal items, with the exception of car keys and identification, outside of the secure area. Visitors who enter the facility with handbags, packages or other personal items will be instructed to lock the items in a vehicle or locker or return at another time without the items. The facility is not responsible for lost or stolen items.

(h) Food or drink is not permitted in the visitor's area.

(i) Inmates will be permitted to sign legal documents, vehicle release forms or any other items authorized by the Sergeant. Transactions of this nature will not constitute a regular visit.

(j) Each inmate is allowed no more than three adult visitors per visitation day. Underage children do not count in the total visitors allowed.

(k) Visitation can consist of either video or face-to-face, depending on the current situation, safety, and security risks. This is determined by Superintendent or senior corrections staff on-duty.

1009.8 SPECIAL VISITS

The Sergeant may authorize special visitation privileges. The Sergeant, who authorizes the special visit, will take into consideration the following factors:

- The purpose of the visit
- The relationship of the visitor to the inmate
- The circumstances of the visit
- Distance traveled by the visitor

Whenever a special visit is denied, an entry into the duty log will be made. The entry will include the requesting visitor's name and the reason why the visit was denied.

1009.9 ATTORNEY VISITS

Inmates shall have access to any attorney retained by or on behalf of the inmate, or to an attorney the inmate desires to consult, in a private interview room. Staff shall not interfere with, suspend or

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cancel official visits except in circumstances where the safety, security or good order of the facility is compromised (see the Inmate Access to Courts and Counsel Policy).

1009.10 JUVENILE INMATE VISITATION

Juveniles who are incarcerated or detained in the facility will be allowed initial visits at any time by the parents, guardians and/or attorneys. Subsequent visits shall be as unrestrictive as reasonably practicable.

1009.11 PROFESSIONAL VISITS

Inmates should have access to professional visits from clergy, counselors, educators and evaluators who are mandated by law to have access to their clients. Staff shall not interfere with, suspend or cancel official visits except to maintain order.

1009.12 CONSULAR VISITS

The Superintendent or the authorized designee should facilitate visitor access between a detained foreign national and a consular officer when requested by the detainee or consular officer. Additionally, access should also be facilitated when a consular officer requests to visit with a detained foreign national in cases where the detainee does not want a visit.

A foreign national should be allowed to visit with a consular officer in a private interview room. Members should not interfere with, suspend, or cancel official consular visits except in circumstances where the safety, security, or good order of the jail is compromised.

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Resources for Released Inmates

1010.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the process of providing community resource information to any inmate who is due for release after serving at least 30 days, in order to assist with the transition back into the community.

1010.2 POLICY

It is the policy of this department that all inmates who have served at least 30 days shall be provided with an information packet containing community resources prior to their release. The packet should contain, at a minimum, the contact information for the following organizations and resources:

- Community health centers
- Employment centers
- Registry office to obtain an identification card
- Substance abuse and mental health providers
- Housing agencies
- Education agencies
- Opioid Use Disorder assistance
- Offer NARCAN for at-risk individuals

Subject to the approval of the Superintendent,, the staff or community providers may offer classes within the facility that are related to these community services.

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Work Release Program

1011.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the guidelines and requirements for the Work Release Program. The Work Release Program allows inmates to maintain employment, support families and facilitate a successful return to the community.

1011.2 POLICY

It is the policy of this department to operate a voluntary Work Release Program to provide inmates with opportunities to secure or maintain employment, support families, assist in the payment of fines and penalties to the court and promote a successful return to the community (RCW 70.48.210).

Release programs shall be conducted in accordance with state and local guidelines. In cases of pretrial release, the courts may have jurisdiction over release decisions.

1011.3 WORK RELEASE PROGRAM

Any inmate who has met the eligibility requirements and received approval from the courts may be granted permission to leave the facility to work at his/her place of employment in accordance with state and local guidelines, court orders and the provisions of this policy.

The Superintendent or the authorized designee has sole authority to approve participation in the program and is responsible for the overall administration of the Work Release Program.

The Work Release Program participants are limited to geographic restrictions of the facility and must remain within state boundary lines unless otherwise ordered by the sentencing court.

1011.3.1 ELIGIBILITY

In order to be eligible for the Work Release Program, an inmate must meet the following requirements:

- Sentenced directly to work release programs by the court
- No documented disciplinary incidents
- No outstanding warrants, wants or detainers

Inmates who do not adhere to the rules of the program will be subject to removal from the program and to disciplinary and criminal action in accordance with the rules of the facility and applicable laws.

1011.3.2 STAFF RESPONSIBILITY

The Work Release Program staff is responsible for contacting the employer prior to authorizing the work assignment. The staff should inform the employer and the inmate of the rules and expectations for program participants.

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The program staff shall provide each employer with the facility's contact information, including the contact person and telephone number, and instruct the employer to notify the contact person immediately if an inmate does not report to work, leaves prior to the scheduled departure time, or if any concerns arise during the work shift. The facility should provide a contact person who is available 24 hours a day, seven days a week, as some inmates will work evening or overnight shifts.

1011.3.3 HOUSING

Inmates participating in the Work Release Program should be housed in an area other than general population housing to reduce the possibility of contraband entering the facility. Inmates in the program may either return to separate housing within the facility's secure perimeter. Factors to consider when determining appropriate housing for program participants include the following:

- Rated bed capacity of the facility
- Current occupancy
- Number of inmates approved to participate in the program

1011.3.4 DAILY WORK ITINERARIES

Inmates must have an approved daily work itinerary prior to leaving the facility. The itinerary should include the following:

- Scheduled start and stop times for work
- Anticipated amount of travel time between the facility and the employer each way
- Mode of transportation each way (e.g., bus, car, walk)
- Location of the workplace
- Contact name, address, and telephone number of the employer
- Contact name, telephone number, and driver's information of the transport person if the inmate does not have a valid license
- Contact name and telephone number of the on-duty program staff member

Any change to the itinerary (e.g., overtime, location of the work place, transportation) must be approved in advance by the Superintendent or the authorized designee.

1011.3.5 FINANCIAL MANAGEMENT

All inmates who participate in the Work Release Program shall ensure that the appropriate funds are deposited into their inmate account. Funds from the inmate account will be subtracted for room and board, program drug testing, booking fees, and other appropriate expenses. Fines to the court, victim restitution, allowances to help pay family financial obligations, and funds for a savings account may also be taken from the account with the permission of the inmate, court order, or state law (RCW 72.11.020; RCW 72.65.020; RCW 72.65.050).

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1011.3.6 EMPLOYER VERIFICATION
The Work Release Program staff shall make scheduled telephone calls and random site visits to the inmate’s employer to ensure compliance with the rules of the program.

1011.3.7 PROGRAM CONFLICTS
The Work Release Program staff shall make every attempt to ensure the inmate’s work schedule does not conflict with his/her required participation in treatment programs at the facility.

1011.3.8 DRUG TESTING
Random and scheduled drug testing shall be conducted on all inmates participating in the Work Release Program. Any positive results may cause the inmate’s disqualification from the program, as well as disciplinary sanctions or criminal charges, if warranted.

1011.4 RECORDS

The following records shall be maintained by the Superintendent or the authorized designee on all inmates participating in the Work Release Program and retained in accordance with the department established records retention schedule (WAC 44-14-03005):

(a) All payments and accounting associated with the Work Release Program

(b) All contacts between the staff and employers prior to releasing inmates to work and confirming all employment information

(c) All daily logs of time worked and payments received

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Inmate Work Program

1012.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the guidelines and requirements for the Inmate Work Program. The Inmate Work Program allows inmates to improve and/or develop useful job skills, work habits, and experiences that will facilitate a successful return to the community.

1012.2 POLICY

The Ferry County Sheriff's Office shall operate an Inmate Work Program within the secure perimeter of the facility, in accordance with all applicable federal, state or local work safety laws, rules and regulations, and to the extent that the operation of inmate work programs do not pose a risk to the safety of the staff, other inmates or the public. This policy establishes the requirements, selection process, supervision, and training of inmates prior to and after entering the facility's Inmate Work Program.

1012.3 LEGAL REQUIREMENTS

1012.3.1 SENTENCED INMATE WORK REQUIREMENTS

All sentenced inmates who are physically and mentally able shall work if they are not assigned to other programs. Inmates shall not be required to perform work which exceeds their physical limitations. Inmates may be excused from work in order to maintain their participation in an educational, vocational, or drug abuse treatment program. The Department will abide by all laws, ordinances and regulations when using inmates to work in the facility.

1012.3.2 PRETRIAL AND UNSENTENCED INMATE WORK REQUIREMENTS

Pretrial and unsentenced inmates may volunteer to participate in the Inmate Work Program but shall not be required to participate in work beyond maintaining the immediate living area.

1012.4 INMATE WORKER SELECTION

The Inmate Work Program coordinator shall be responsible for the selection and assignment of inmates to the various work assignments. The Coordinator should solicit input from other Correctional staff in assisting with inmate selection and assignment. Staff shall take into consideration the following eligibility criteria:

(a) Inmates who have posed a threat in the past or have been charged with escape should be carefully screened for inmate work projects.

(b) The inmate's charges and classification are such that the inmate will not pose a security risk to other inmates, staff, or the public.

(c) The inmate's capacity to perform physical tasks will match the job requirements.

(d) The inmate is able to learn the necessary work routines.

Inmates must be able to pass a health-screening test in accordance with the policies contained in this manual, and must meet all statutory and regulatory requirements. Health-screening shall

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be done for inmates who work in the kitchen, around food products, or who serve meals to the inmate population.

1012.5 WORK ON PUBLIC PROJECTS

Sentenced inmates may be assigned to public works projects with state, municipal and local government agencies, or to community service projects, with the approval of the Superintendent and in accordance with all applicable laws and regulations.

1012.6 PROHIBITION OF NON-PUBLIC WORK PROJECTS

Work projects on behalf of any private individual or to an individual’s private property are strictly prohibited and may constitute a violation of the law.

1012.7 SUPERVISION OF INMATE WORKERS

Facility staff in charge of work programs or who provide supervision of inmates assigned to work crews should adhere to the following:

(a) Inmate workers should be provided with safety equipment, clothing, and footwear commensurate with the work performed. Safety equipment may include, but is not limited to, eye protection, gloves, hardhat or headwear, and sunscreen for protection from sun exposure.

(b) Work periods shall not exceed 10 hours per day.

(c) Inmate workers should be provided with work breaks to allow them to take care of personal needs.

(d) Inmate workers shall have access to nutritious meals and a reasonable amount of time to consume those meals during their work period.

(e) Inmates who work shifts during the early morning or late-night hours should be provided with a quiet space to allow for sleep during daytime hours.

(f) The inmate workday approximates the workday in the community.

(g) Inmate performance is regularly evaluated and recorded.

(h) Inmates receive written recognition of the competencies they acquire.

Inmate workers shall be under the direct supervision of the facility staff at all times when they are on assignment through the Inmate Work Program.

Persons who are responsible for the supervision of inmates on work crews should receive training in basic areas of safety, security, and reporting procedures.

Disciplinary action for inmate worker misconduct shall adhere to the Inmate Discipline Policy.

1012.8 INMATE WORKER TRAINING

Inmates who are assigned to work in any area that may require the handling of any chemicals, or the use of any equipment shall receive training from the respective Department supervisor prior to using the chemicals or equipment. Work-crew supervisors shall also train inmate workers on

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safety practices. Inmates should never be assigned to handle dangerous chemicals or equipment that normally require a level of expertise and competency beyond their demonstrated ability.

1012.9 INMATE WORKER INCENTIVES

The Superintendent is responsible for establishing a recognition program for inmates assigned to the Inmate Work Program. Recognition of inmates can be observed in the following ways:

(a) Granting "Good Time and Work" credits as allowed by state or local law.

(b) Using credits for sentence reduction when allowed by statute.

(c) Granting special housing, extra privileges, recreation and special rewards, as allowed by law, regulation and policy. Inmate welfare funds may be used to offset the cost of a reward program.

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Religious Programs

1013.1 PURPOSE AND SCOPE

This policy provides guidance regarding the right of inmates to exercise their religion and for evaluating accommodation requests for faith-based religious practices of inmates.

1013.1.1 DEFINITIONS

Definitions related to this policy include:

Compelling government interest - A method for determining the constitutionality of a policy that restricts the practice of a fundamental right. In order for such a policy to be valid, there must be a compelling government interest, which is necessary or crucial to the mission of the Department, as opposed to something merely preferred, that can be furthered only by the policy under review.

Least restrictive means - A standard imposed by the courts when considering the validity of policies that touch upon constitutional interests. If the Department adopts a policy that restricts a fundamental religious liberty, it must employ the least restrictive measures possible to achieve its goal.

Religious exercise - Any exercise of religion, whether or not it is compelled by, or central to, a system of religious belief. The key is not what a faith requires but whether the practice is included in the inmate's sincerely held religious beliefs.

Substantial burden - For the purposes of this policy, substantial burden means either of the following:

- A restriction or requirement imposed by the Department that places an inmate in a position of having to choose between following the precepts of his/her religion and forfeiting benefits otherwise generally available to other inmates, or having to abandon one of the precepts of his/her religion in order to receive a benefit.
- The Department puts considerable pressure on an inmate to substantially modify his/her behavior in violation of his/her beliefs.

1013.2 POLICY

This department permits inmates to engage in the lawful practices and observances of their sincerely held religious beliefs consistent with the legitimate penological objectives of the facility. Facility staff will not allow their personal religious beliefs to influence them in the daily management of the inmate population, particularly as it relates to religious practices. This department shall not show favoritism or preference to any religion and will not discriminate or retaliate against any inmate for participating or not participating in any religion or religious practice. Inmates are not required to participate in religious programs or activities.

1013.3 CHAPLAIN

The Superintendent shall appoint an individual to serve as the chaplain to coordinate religious activities in the facility.

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The chaplain shall be responsible for assisting the Superintendent with planning, directing, and supervising all aspects of the religious program. The chaplain may be responsible for duties including, but not be limited to:

(a) Coordination of religious services.

(b) Maintaining a list of accepted religious practices that have been approved by the Superintendent and ensure the current list is available to the staff.

(c) Reviewing requests for religious accommodations.

(d) Approval and coordination of training lay clergy and religious volunteers.

(e) Providing or arranging for grief counseling for inmates.

(f) Distribution of a variety of religious texts.

(g) Developing and maintaining liaison with a variety of religious faiths in the community.

(h) Working with inmate families when requested.

(i) Providing guidance to the Superintendent on issues related to religious observance.

1013.4 RELIGIOUS BELIEFS AND ACCOMMODATION REQUESTS

Inmates are not required to identify or express a religious belief. An inmate may designate any belief, or no belief, during the intake process and may change a designation at any time by declaring their religious belief in writing to the chaplain. Inmates seeking to engage in religious practices shall submit a request through the established process. Requests to engage in practices that are on the facility's list of accepted practices should be granted. Requests to engage in religious practices that are not on the approved list shall be processed as provided in this policy.

All requests for accommodation of religious practices shall be treated equally, regardless of the religion that is involved. Equal and consistent treatment of all religions and religious beliefs shall not always require that all inmates of the same religion receive the same accommodations. Requests for accommodation of religious practices shall be submitted to a supervisor. In determining whether to grant or deny a request for accommodation of a religious practice, the supervisor will work with the chaplain to determine the sincerity of the religious claim of an inmate. Requests should be denied only if the denial or reason for denial would further a compelling interest of the facility and is the least restrictive means of furthering that compelling interest.

A supervisor who does not grant the accommodation, either in part or in full, should promptly forward the request to the Superintendent, who, after consultation with legal counsel as appropriate, should make a determination regarding the request within 10 days following the inmate's request.

A Superintendent who does not grant an accommodation, either in part or in full, should forward the request to the Sheriff with the basis for the denial within 14 days of the inmate's original request being made. The Sheriff or the authorized designee will review the denial and respond to the requesting inmate as soon as reasonably practicable.

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The Superintendent shall be informed of all approved accommodations. The chaplain should make any necessary notifications to staff as necessary to meet an approved accommodation.

All inmate requests for religious accommodations and related determinations shall be fully documented in the inmate's record.

1013.4.1 SUSPENSION OR REVOCATION OF ACCOMMODATIONS
In an emergency or extended disruption of normal facility operations, the Superintendent may suspend any religious accommodation. The Superintendent may also revoke or modify an approved religious accommodation if the accommodated inmate violates the terms or conditions under which the accommodation was granted.

1013.4.2 APPEALS OF SUSPENSION OR REVOCATION OF ACCOMMODATIONS
Inmates may appeal the Superintendent's denial, suspension, or revocation of an accommodation through the inmate appeal process.

1013.5 DIETS AND MEAL SERVICE

The Superintendent should provide inmates requesting a religious diet, including fasting and/or hour of dining, a reasonable and equitable opportunity to observe their religious dietary practice. This should be done within budgetary constraints and be consistent with the security and orderly management of the facility. The chaplain shall provide a list of inmates authorized to receive religious diets to the food services manager. The food services manager shall establish a process for managing religious meal accommodations.

1013.6 HAIRSTYLES AND GROOMING

Unless it is necessary for the health and sanitation of the facility, inmates who wear head and facial hair in the observance of their religion will generally not be required to shave or cut their hair. To the extent reasonably practicable, alternative housing may be considered to accommodate the need for religious hair and grooming, while meeting the health and sanitation needs of the facility.

Any inmate whose appearance is substantially altered due to changes in facial hair or hair length may be required to submit to additional identification photographs.

1013.7 RELIGIOUS TEXTS

Religious texts should be provided to the requesting inmate, if available and if the texts do not pose a threat to the safety, security, and orderly management of the facility.

1013.8 UNAUTHORIZED PRACTICES OR MATERIAL

The following list, which is not intended to be exhaustive, includes materials or practices that shall not be authorized:

(a) Animal sacrifice

(b) Language or behaviors that could reasonably be construed as presenting a threat to facility safety or security

(c) Self-mutilation

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(d) Use, display or possession of weapons

(e) Self-defense or military training

(f) Disparagement of other religions

(g) Nudity or sexual acts

(h) Profanity

(i) Use of illegal substances or controlled substances without a prescription

1013.9 GROUP RELIGIOUS SERVICES

Group religious services may be allowed after due consideration of the inmate's classification or other concerns that may adversely affect the order, safety and security of the facility.

Alternatives to attendance of group religious services may include, but are not limited to:

- The provision of religious books and reading materials.
- Access to religious counselors.
- Recorded religious media (e.g., DVDs, CDs, video tapes).

1013.10 RELIGIOUS SYMBOLS AND IMPLEMENTS

Religious symbols and implements used in the exercise of religion should generally be allowed unless the symbol or implement poses a threat to the safety and security of the facility. Alternatives to the provision of religious symbols and implements may be considered when security, safety or efficient operations may be jeopardized (e.g., substitution of a towel in lieu of a prayer rug).

1013.11 FAITH- AND MORALS-BASED COUNSELING

The Superintendent shall be responsible for establishing a plan for inmates to receive faith- and morals-based counseling from the chaplain or religious volunteers. Inmates should be reasonably accommodated, including reasonable access to clergy members and spiritual advisers, volunteer religious organizations, faith- and morals-based programs, and other secular volunteer programs.

No inmate shall be required to participate in any such program.

1013.12 SPACE AND EQUIPMENT FOR RELIGIOUS OBSERVANCES

The Superintendent shall ensure that there is adequate workspace, equipment, and furnishings for the chaplain to serve the inmate population, including providing access to areas of the facility. Space for group worship will be dictated by the availability of secure areas and the classification status of the inmates to be served. All recognized religious groups should have equal access to the space, equipment and services which the facility normally provides for religious purposes.

1013.13 COMMUNITY RESOURCES

The chaplain may minister his/her particular faith and any other similar faiths to inmates but should also establish contacts with clergy of other faiths, who can provide services to inmates of other religious denominations.

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Whenever the chaplain is unable to represent or provide faith-based services to an inmate, a religious leader or other volunteer from the community should be sought to help provide services. Individuals providing faith-based services must possess the appropriate credentials from the recognized leadership of the particular faith. All faith-based services provided through community resources should be supervised by the chaplain. All efforts to contact faith-based representatives should be documented and retained in accordance with established records retention schedules.

Volunteers are another valuable resource that could be utilized extensively in the delivery of the religious program (see the Volunteer Program Policy). A volunteer could ensure that religious personnel who provide programming in the facility possess the required credentials and have the security clearance to enter the facility.

The chaplain, in cooperation with the Superintendent or the authorized designee, shall develop and maintain communication with faith communities. The chaplain shall review offers to donate equipment or materials for use in the religious program and shall approve these offers when appropriate. All communication efforts should be documented and retained in accordance with established records retention schedules.

1013.14 TRAINING

The Department shall provide training to facility staff on the requirements of this policy.

The Department shall also provide training in safety and security to the chaplain. The chaplain shall approve and train lay and clergy volunteers from the faiths represented in the inmate population. This includes the preparation of a training curriculum, as well as the development and maintenance of training records.

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Inmate Mail

1014.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for receiving, sending, inspecting, censoring, and rejecting inmate mail.

1014.2 POLICY

This department will provide inmates ample opportunity to send and receive mail, subject to restriction when there is a legitimate government interest in security, order, and rehabilitation.

1014.3 MAIL GENERALLY

Inmates may, at their own expense, send and receive mail without restrictions on quantity, provided it does not jeopardize the safety of members, visitors, or other inmates, or pose an unreasonable disruption to orderly jail operations.

The Superintendent or the authorized designee may allow inmates to correspond with other inmates in this jail, as well as in other jails or correctional institutions, as long as the mail is sent and received through the U.S. Postal Service.

Inmates are authorized to store mail and writing materials in their cells in an amount determined by the Superintendent. Excess writing materials and mail, including confidential mail, will be seized, inventoried, and retained pending disposition according to the jail procedures regarding excess property (see the Searches Policy).

1014.4 SUSPENSION/RESTRICTION OF MAIL PRIVILEGES

Mail privileges may be suspended or restricted upon approval of the Superintendent whenever members become aware of:

(a) Mail sent by an inmate that involves threats of violence against any member of the government, judiciary, legal representatives, victims, or witnesses.

(b) Incoming or outgoing mail representing a threat to jail security, members, or the public.

The County Prosecutor or County Attorney should be consulted when criminal charges are considered against an inmate or there is an apparent liability risk to the Department that relates to suspension or restriction of mail privileges.

1014.5 PROCESSING AND INSPECTION OF MAIL

Members should process incoming and outgoing mail as expeditiously as reasonably possible. Incoming and outgoing mail should be processed within 24 hours and packages within 48 hours. Mail processing may be suspended on weekends, holidays, or during an emergency situation.

Any contraband found in mail or mail that is considered contraband shall be processed in accordance with jail evidence procedures.

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Cash, government checks, and money orders contained in incoming inmate mail shall be removed and credited to the inmate's account (see the Inmate Accounts Policy). Personal checks shall be processed as rejected mail according to this policy.

Mail logs and records, justification of censoring or rejection of mail, and copies of hold or return notices shall be maintained in the inmate's file in accordance with established records retention schedules.

1014.5.1 NONCONFIDENTIAL MAIL

Assigned members should open and inspect all incoming and outgoing general mail of current inmates. Mail for inmates no longer in custody should not be opened and should be forwarded (see the Forwarding of Mail section of this policy).

Only members designated by the Superintendent are authorized to read incoming and outgoing nonconfidential mail of current inmates. These members should receive training on legitimate government interests for reading and censoring mail and other legal requirements related to inmate mail.

Incoming mail should be read as deemed necessary to maintain jail security and order or to monitor a particular problem.

Outgoing mail may not be sealed by the inmate and may be read by members when:

(a) There is reason to believe the mail would:
    1. Interfere with the orderly operation of the jail.
    2. Be threatening to the recipient.
    3. Facilitate criminal activity.
(b) The inmate is on a restricted mail list.
(c) The mail is between inmates.
(d) The envelope has an incomplete return address.

1014.5.2 CONFIDENTIAL MAIL

Inmates may correspond confidentially with courts, legal counsel, officials of this department, elected officials, jail inspectors, government officials, or officers of the court.

The jail will also accept and deliver a fax or interoffice mail from these entities.

Outgoing and incoming confidential mail shall be processed by members who have received special training in inspecting confidential documents and who are accountable for maintaining confidentiality. Such members may inspect incoming and outgoing confidential mail for contraband, limiting the inspection to a search for physical items that may be included in addition to the mail and shall not read, scan, or copy the mail. Any inspection shall be completed in the presence of the inmate.

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1014.5.3 BOOKS AND PERIODICALS

Unless otherwise in conflict with this policy and prohibited by the Superintendent, inmates may purchase, receive, and read any book, newspaper, magazine, or other periodical accepted for distribution by the U.S. Postal Service.

Periodicals shall be accepted only if they are mailed directly from the publisher to a named inmate. A local daily newspaper in general circulation shall be made available to inmates.

1014.6 CENSORSHIP OR REJECTION OF INCOMING AND OUTGOING NONCONFIDENTIAL MAIL

In determining whether to censor or reject a specific piece of incoming nonconfidential mail, consideration shall be given to whether censoring or rejecting the material is rationally related to a legitimate government interest, whether alternate means of communicating with an inmate are available, and the impact of allowing the material into the jail upon members and inmates.

Outgoing nonconfidential mail shall only be censored to further a substantial government interest, and only when it is necessary to address the particular government interest. Government interests that justify censorship or rejection of outgoing mail include:

(a) Maintaining jail security.

(b) Preventing dangerous conduct, such as an escape plan.

(c) Preventing ongoing criminal activity, such as threats of blackmail or extortion.

(d) Preventing harassment of those who have requested that no mail be sent to them by the inmate.

Mail identified for censorship or rejection shall be delivered to the Superintendent, who shall decide the disposition of such mail.

Censored mail should be redacted and a copy of the unredacted mail should be kept (see the Documenting Rejected or Censored Mail, Books, and Periodicals section of this policy).

Rejected mail shall be handled according to the jail's established procedures regarding inmate personal property or returned to the sender.

Notice shall be given to the inmate sender or to the inmate recipient and sent to the sender of censored or rejected mail, unless such notification jeopardizes any investigation or jail security.

1014.6.1 REJECTION OF BOOKS AND PERIODICALS

The Department may reject books, magazines, newspapers, and other periodicals that may inhibit the maintenance of reasonable safety, security, and discipline in the jail. For example, publications may be rejected if they:

- Advocate violence, unlawful activity, or a security breach.
- Incite unrest or disorder.
- Contain sexually explicit material, including pornographic magazines, nude pictures, or pictures or descriptions of sexually explicit activities.

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- Incite violent crimes or crimes against children.
- Contain information about unlawful gambling or an unlawful lottery, or the manufacture or use of weapons, narcotics, or explosives.
- Create a hostile or offensive work environment.

Reasonable alternatives should be considered and an exaggerated response should be avoided; for example, discontinuing delivery of a magazine because of one article.

The Superintendent shall make the final decision as to the specific books and periodicals that will be prohibited within this jail.

Religious publications not supplied by jail-authorized entities may be accepted by the chaplain or other religious programming volunteer who has received training on contraband rules and who has been approved by the Superintendent to review such publications for distribution.

Notice shall be given to the inmate recipient and sent to the sender of rejected publications, even when the sender is the editor or publisher, unless such notification jeopardizes any investigation or jail security. A single notification is sufficient if the publication is received by multiple inmates.

1014.6.2 DOCUMENTING REJECTED OR CENSORED MAIL, BOOKS, AND PERIODICALS
In each case where it is necessary to reject or censor mail, a written record must be made of such action, to include:

(a) The inmate's name and number.

(b) A description or an unredacted copy of the mail, as applicable.

(c) A description of the action taken and the reason for such action.

(d) The disposition of the item involved.

(e) The member's signature.

(f) Notification to the inmate and the sender, including the date and method by which they were notified (e.g., in person, by letter).

1014.7 FORWARDING OF MAIL

Any non-legal mail received for a former inmate should be returned to the sender with a notation that the inmate is not in custody. Obvious legal mail should be forwarded to the former inmate's new address if it is reasonably known. Otherwise, legal mail should be returned to the sender.

1014.8 WRITING MATERIALS FOR INDIGENT INMATES

Indigent inmates shall receive writing materials on a weekly basis, pursuant to a schedule established by the Superintendent. Writing materials should include the following:

(a) At least four pre-stamped envelopes for correspondence with family and friends

(b) Eight sheets of writing paper

(c) One pencil

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Inmate Mail

Indigent inmates shall receive an amount of pre-stamped envelopes and writing paper sufficient to correspond with courts, legal counsel, officials of this department, elected officials, jail inspectors, government officials, or officers of the court (see the Inmate Access to Courts and Counsel Policy). Requests for additional writing materials shall be screened and granted based on need, as determined by the Superintendent or the authorized designee.

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Chapter 11 - Facility Design

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Space and Environmental Requirements

1100.1 PURPOSE AND SCOPE

This policy describes the desired space and environmental requirements for the correctional facility.

1100.2 POLICY

It is the policy of this department to comply with federal and state laws, codes and correctional standards in matters relating to the jail space and environmental requirements. Any designs for renovations, modifications, additions, or new construction within the facility should be in compliance with federal and state laws, codes and jail standards.

Planned designs for renovations, modifications, additions, or new construction within the facility should facilitate continuous personal contact and interaction between the correctional staff and inmates. This contact should be by direct physical observation of all cells, dayrooms, and recreation areas. Electronic surveillance may be used to augment the observation of inmates but shall not be used as a substitute for personal contact and interaction.

All parts of the facility that are accessible to the public should be accessible to and usable by disabled persons.

1100.3 SPACE REQUIREMENTS

Except for emergency accommodations of a limited duration, all areas in the correctional facility shall conform to building and design requirements contained in federal and state law, codes and minimum jail standards as required for their intended design and use. Areas that are repurposed for other than their original intended use shall likewise comply with all building design requirements for the new purpose.

1100.4 ALTERNATE APPROVED CAPACITY

If needed, the Superintendent may base the approved capacity on an alternate method of calculation as provided in the jail standards. This alternate method allows capacity to be based on overall living space available to inmates, adjusted for the time inmates actually have access to any specific areas. If this method is selected, the Superintendent, together with county officials, should develop a plan to bring the facility into agreement with the space-related standards within a five-year period.

1100.5 DETENTION HARDWARE

All locks, detention hardware, fixtures, furnishings, and equipment shall have the proper security value for the areas in which they are used. The use of padlocks in place of security locks on cell or inmate housing unit doors is generally prohibited, as unauthorized locking mechanisms may pose a significant threat to the safety and security of the facility in the event of an emergency.

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1100.6 ENVIRONMENTAL REQUIREMENTS

All occupied areas of the correctional facility shall conform to the building and design requirements contained in federal and state law, codes, and jail standards with respect to light, air and noise level.

1100.6.1 LIGHTING LEVELS

Lighting throughout the facility shall be sufficient for staff and inmates to perform necessary tasks. Night lighting levels should permit adequate illumination for supervision but should not unnecessarily interfere with the ability of inmates to sleep.

1100.6.2 NATURAL LIGHT

All inmate living areas should provide visual access to natural light, unless prohibited by security concerns.

1100.6.3 NOISE LEVEL

Noise levels at night should be sufficiently low to allow inmates to sleep. Nothing in this policy is intended to limit or impair in any way staff's ability to monitor the jail in a manner that is consistent with safety and security and good correctional practices.

1100.6.4 VENTILATION

The ventilation system shall be sized and calibrated to supply fresh or circulated air in accordance with federal and state laws, codes, and jail standards. Toilet rooms and cells with toilets shall be calibrated to have no less than four exchanges of air per hour, unless local codes require a different number of air exchanges.

Other than an emergency situation, inmates or jail staff shall not adjust or restrict the ventilation systems without the express permission of the supervisor. Any adjustments made to the ventilation system shall only be allowed for the duration of the emergency or until qualified maintenance personnel can adjust or repair the ventilation system.

Air quantities shall be documented at least annually by a qualified independent contractor, and a report provided to the Superintendent.

1100.6.5 CELL FURNISHINGS

Each inmate housed in this facility shall be provided with the following items:

- A sleeping surface and mattress at least 12 inches off the floor
- A writing surface and seat
- An area for the storage of clothing and bins

1100.7 DAYROOMS

Dayrooms shall be equipped with at least one shower for every 15 inmates or fraction thereof, and tables and sufficient seating for all inmates at capacity. Where inmates do not have continuous access to their cells, dayrooms shall also be equipped with one toilet, an immediate source of fresh potable water, and lavatory with hot and cold water for every 12 inmates or fraction thereof.

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1100.8 JANITOR CLOSETS

Janitor closets shall be located near or inside each housing unit. Each janitor closet should contain a sink and the necessary cleaning implements. Access to the janitor closets shall be controlled and supervised by the staff. Only inmates with a minimum-security classification status shall be allowed access to the janitor closets, and then only under the supervision of staff.

1100.9 EMERGENCY POWER

The facility shall be equipped with a sufficient emergency power source to operate communications, security and alarm systems in control centers, and emergency lighting in corridors, stairwells, all inmate housing areas, security control points and audio-visual monitoring systems.

1100.10 NEW CONSTRUCTION AND RENOVATION

In the case of partial renovation of an existing facility, it is intended that these standards should apply only to the part of the facility being renovated. The remainder of the facility would be subject to the existing standards.

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Control Center

1101.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a 24-hour secure control center for monitoring and coordinating the facility's security, life safety and communications systems, including aspects of staffing, training and communications and monitoring capabilities.

1101.2 POLICY

It is the policy of this department to provide sufficient space for a 24-hour secure control center, which shall be staffed continuously for the purpose of monitoring and coordinating the facility’s security, life safety and communications systems. It is the responsibility of the Superintendent to ensure that current written orders for every Central Control post are available and that a process is in place to verify that Correctional Deputies assigned to those posts acknowledge in writing by signature and date that they have read and understand the orders. The Superintendent or the authorized designee shall review post orders annually and update them as needed.

1101.3 COMMUNICATIONS AND MONITORING CAPABILITIES

Central Control shall have multiple means of direct communication capabilities with all staff control stations in inmate housing areas, including telephone, intercom, and radio.

The Central Control staff shall be responsible for monitoring fire, smoke, and life safety alarms and shall have the means to summon assistance in the event of an emergency.

Central Control shall be located in close proximity to the inmate living areas to enable staff to monitor and respond quickly to any emergency.

1101.4 POST ORDERS

Comprehensive post orders for every Correctional Deputy position shall be developed. Copies of the orders should be maintained at each post. Clear procedures should be incorporated into post orders for all regular daily activities including, but not limited to, safety checks, head counts, meals, sick call, recreation, clothing exchange, mail distribution and response to emergencies, such as fires, natural disasters, and criminal acts.

1101.5 TRAINING

The Training Officer shall ensure that all staff members assigned to posts are properly trained to perform all duties and responsibilities described in the post orders. This is particularly true in fire, life safety and the emergency response procedures that have been implemented by the Superintendent. This may include the use of self-contained breathing apparatus (SCBA) if such equipment is available and/or required by the local fire authority. All training should be documented in each employee’s training file and retained in accordance with established records retention schedules (WAC 44-14-03005).

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Crowding

1102.1 PURPOSE AND SCOPE

One of the determining factors in maintaining a safe and secure jail is to limit the inmate population to the number of beds constructed in each inmate classification level.

Occasionally, emergencies occur that will require the jail to exceed its approved bed capacity. This policy establishes the approved bed capacity of the facility, addresses temporary population excess, and provides a plan for gathering statistics and projecting long-term space needs via a jail needs assessment.

1102.2 POLICY

It is the policy of the Ferry County Sheriff's Office to manage the inmate population to the extent reasonably possible to avoid exceeding the facility’s approved bed capacity. The Superintendent is responsible for ensuring that the number of inmates does not exceed the approved bed capacity.

The facility has a sufficient number of housing units in an appropriate configuration so that inmates can be separated according to the facility’s classification plan.

In the event of an emergency that causes the facility to be populated beyond the approved bed capacity, every reasonable effort should be made to reduce the inmate population to the approved bed capacity as soon as reasonably practicable. The Department will take affirmative action to address excess population, including the petition of the Governor for assistance, in accordance with RCW 9.94A.875. In the event that the inmate population remains over capacity or continues to increase, a law and justice council should be formed to examine any and all methods to ensure that the facility population is reduced and remains within the approved bed capacity.

1102.3 LAW AND JUSTICE COUNCIL

The county legislative authority is responsible for forming a law and justice council. When the number of inmates exceeds the approved bed capacity of the facility, the Superintendent should schedule a meeting with the council for the purpose of identifying potential solutions to reduce the population to, or below, the approved bed capacity (RCW 72.09.300).

A complete report describing facility population, conditions and mitigation recommendations should be provided to all members of the council, as well as being released to the public.

The council membership should include, but not limited to, the following:

(a) The Superintendent

(b) Representatives from Ferry County Sheriff's Office

(c) Representatives of the city legislative authorities within the county

(d) The county prosecutor and representatives of the municipal prosecutors within the county

(e) A representative of the county's superior, juvenile, district, and municipal courts

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(f) The county jail administrator

(g) The county clerk

(h) The county risk manager

(i) The secretary of corrections

Officials designated may appoint representatives.

1102.4 FACILITY NEEDS ASSESSMENT

In the event that the jail maintains an average 80 percent occupancy rate consistently for one year, the Department should initiate a jail needs assessment. The assessment initiates a systematic process that is designed to identify a variety of operational issues and program needs, and may indicate when expansion or replacement of the facility is warranted.

1102.5 INMATE POPULATION REPORTS

The Superintendent or the authorized designee is responsible for ensuring that detailed daily logs of the facility's inmate population are completed and maintained by the staff. These logs shall reflect the monthly average daily population of sentenced and non-sentenced inmates by categories of male, female and juvenile as of midnight of each day. The number of inmates occupying holding cells shall also be counted at midnight each day. An inmate population report summarizing this information shall be created daily and distributed to the Superintendent (RCW 10.98.130).

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Chapter 12 - Forms and Checklists

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Forms

1200.1 SECTION TITLE

Administrative and Personnel Forms

Healthcare Encounter Form

HIV Intake Procedures

Inmate Handbook

Inmates Right to Disciplinary Hearing

Medical Forms

Medication Log

Medical Record

Medical Release Form

Medical Request Form

Medication Order From Doctor

Organizational Chart

Over the Counter Medication Log

Policy Add or Change Request

Waiver of Liability - Refusal of Medical Treatment

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Checklists

1201.1

Administrative and Personnel Forms

Bomb Threat Checklist

Booking Checklist

Cash Bail Checklist

Checklists

Corrections Officer Job Objectives

Death in Jail Checklist

Disturbance Checklist

Emergency Evacuation Checklist

Hostage Taking Checklist

In-Custody DNA Blood Draw Procedure Checklist

Loss of Heat Checklist

Major Electrical Failure Checklist

Major Fire Checklist

Organizational Chart

Policy Add or Change Request

Riot Checklist

Serious Injury Checklist

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Attachments

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Booking Checklist.pdf

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Sheriff **Pete Warner**
Jail Superintendent **Shane O. Grimm**
Lead Corrections **Cindy Young**

FERRY COUNTY
CORRECTIONS

POST OFFICE BOX 1099 REPUBLIC, WASHINGTON 99166-1099

(509) 775-3132 FAX (509) 775 2127 or 1-800-342-4344

BOOKING CHECK LIST

NAME:_____BOOKING #_____

____Advise of rights & indigent form Date_____ C/O_____

____Prisoner searched before entering holding Date_____ C/O_____

____Medical screening Date_____ C/O_____

____Inmate classification & orientation issued Date_____ C/O_____

____Swanson's, Bill for Hygiene & Booking fee Date_____ C/O_____

____Probable cause statement completed by arresting officer on Friday & Saturday

____Photographs Date_____ C/O_____

____Fingerprints Date_____ C/O_____

____Big book Date_____ C/O_____

____Post on daily log Date_____ C/O_____

____Name/Charges/Bail posted on control room board Date_____ C/O_____

____Wants/Criminal history Date_____ C/O_____

____Copies made for courts ____Prosecutor Date_____ C/O_____

____Send copy of booking sheet to dispatch Date_____ C/O_____

_____Make index card with picture and file Date_____C/O_____

RELEASE:

____Release out of Jims/ Swansons Date_____ C/O_____

____Wants check Date_____ C/O_____

____Show release on Daily log & Big book Date_____ C/O_____

____Copy of release to dispatch Date_____ C/O_____

____Release medicine if not baught by, and owes FCSO, SCSO Date_____ C/O_____

Inmates Right to Disciplinary Hearing.pdf

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FERRY COUNTY INMATES RIGHT TO DISCIPLINARY HEARING

INMATE NAME_____

FILE NUMBER_____DATE_____TIME_____

VIOLATIONS_____

DATE OF HEARING_____TIME_____

STATUS CHANGE: Reclassified and/or Re-housed to Unit/room _____
Removed from Inmate Worker status _____

1. You have the right to be present at the disciplinary hearing except during deliberations. This right may be suspended if your presence is considered unduly hazardous to jail safety or correctional goals.

2. You are allowed to appear on your behalf and present witnesses and documentary evidence. These rights may be suspended if the exercise of such rights would be unduly hazardous to jail safety or correctional goals. In this case you will be given a written statement for such judgements. If you wish to call witnesses, notify the Disciplinary Review Board of the names 24 hours prior to the hearing. The board is not required to hear testimony from any person not incarcerated or working in the jail.

3. If you are unable to represent yourself, another inmate may assist you.

4. You will be given written notice of the board's decision, reasons for the disciplinary action and evidence relied upon.

5. You have the right to appeal the Disciplinary Review Board decision to the Correctional Sergeant. All appeals must be filed with 72 hours of the original hearing.

WAIVER

THE UNDERSIGNED STATES THAT HE/SHE HAS READ THE FOREGOING NOTICE AND HE/SHE WAIVES HIS/HER RIGHT TO A DISCIPLINARY REVIEW BOARD HEARING

_____
INMATE SIGNATURE AND DATE

THE UNDERSIGNED REFUSES TO WAIVE HIS/HER RIGHT TO A HEARING, AND FURTHER REQUESTS SUCH A HEARING

_____
INMATE SIGNATURE AND DATE

Cash Bail Checklist.pdf

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Sheriff **Pete Warner**

Jail Superintendent **Shane O. Grimm**

Lead Corrections **Cindy Young**

CASH BAIL CHECK LIST

OTHER COUNTY CASH ONLY

_____1. Verify the exact amount of bail on the warrant

_____2. Count the money put it in the jail receipt book
- ❑ Put on the receipt, who brought in the money
- ❑ Who the bail is for
- ❑ County or state the warrant is from
- ❑ Warrant #

_____3. White copy goes with person who brought in the money

_____4. Place money with the yellow copy of jail receipt in envelope with copy of the tela type warrant
- ❑ On the bag write the exact amount of the money
- ❑ Who the money is for
- ❑ What county the warrant is from
- ❑ Address to send the money to
- ❑ The date
- ❑ Your initials

_____5. Place envelope in civil money box

_____6. Place this check off list in the civil box

Ferry county cash bail in addition to steps 1,2,3,4,

_____1. If during business hours send them over to the court office and have them take care of it there

_____2. Have the person who brought in the money fill out a bail agreement.

_____3. **If for district court** put the money in district court lock box, and put a note in there box to let them know they have money in their box

_____4. If Superior court bail put money in civil box with note that it needs to go to Superior court the next business day

Signature_____Date_____

Medical Release Form.pdf

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FERRY COUNTY
CORRECTIONS

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(509) 775-3132 FAX (509) 775 2127 OR 1-800-342-4344

RELEASE OF MEDICAL INFORMATION

PATIENT NAME

LAST **FIRST** **MIDDLE**

BIRTHDATE SOCIAL SECURITY # PHONE#

MEDICAL RECORDS
X-RAYS (REPORTS ONLY
EKG'S
LABORATORY
OTHER

I REQUEST THAT MY MEDICAL RECORDS BE RELEASED TO THE FERRY COUNTY JAIL

PATIENT SIGNATURE_____DATE_____

READ CAREFULLY

I ask _____ to furnish all requested medical information to the person or entity named above.

I understand that my expressed consent is required for my doctor to obtain medical information related to sexually transmitted diseases, AIDS/HIV, hepatitis, drug/alcohol abuse, mental illness, or psychiatrick treatment.

If I have been treated or diagnosed in conjunction with any sexually transmitted diseases, AIDS/HIV, hepatitis, drug/alcohol, and or mental illnesses, you are **SPECIFICALLY AUTHORIZED TO RELEASE** to the person or entity named above, all information or medical records relating to such diagnosis, testing and or treatment.

PATIENT SIGNATURE_____DATE_____

IF MINOR, PARENT OF LEGAL GUARDIAN'S SIGNATURE_____

If a patient has reached his or her 14th birthday only, the patient may be authorized disclosure relating to sexual disease information.

Healthcare Encounter Form.pdf

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Jail Superintendent **Shane O. Grimm**

Lead Corrections **Cindy Young**

FERRY COUNTY CORRECTIONS

POST OFFICE BOX 1099 REPUBLIC, WASHINGTON 99166-1099

(509) 775-3132 FAX (509) 775 2127 OR 1-800-342-4344

HEALTH CARE ENCOUNTER FORM

DATE:_____ TIME_____

PATIENT NAME_____ BOOKING #_____

PRESENT
MEDICATION:_____
_____
_____

ALLERGIES:_____

TEMP_____PULSE_____RESP_____B/P_____

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

PROVIDERS NAME_____

RX
INSTRUCTIONS:_____
_____
_____
_____
_____
_____

Bomb Threat Checklist.pdf

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Check list

Cancels: ALL PREVIOUS
See Also:

Approved by: SHERIFF
AND JAIL SUPERINTENDENT

FERRY COUNTY JAIL
BOMB THREAT-CHECK LIST

1) Keep caller on line ____

2) Write a note to another staff member to notify co worker and dispatch ____
   A) Request dispatch to notify
      1) Jail superintendent and Sheriff
      2) Or Lead Corrections and Under Sheriff ____

3) Document:
   A) Date _____
   B) Time _____
   C) Line the call was received on _____
   D) Exact words of caller _____
   _____

4) Obtain the following information:
   A) When the bomb will explode _____
   B) Location of the bomb _____
   C) What it looks like _____
   D) What kind of bomb _____
   E) Where caller is at _____
   _____

5) Description of caller:
   A) Sex _____
   B) Accent _____
   C) Tone of voice _____
   D) Age _____
   E) Background Noise _____
   _____
   F) Is voice familiar, if so who _____
   G) Time caller hung up _____

6) Evacuate non essential personnel ____

7) If a suspicious object is found, coordinate with sheriff's office to notify the bomb squad.

Medical Forms.pdf

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Medical Forms

Cancels: ALL PREVIOUS
See Also:

Approved by: SHERIFF AND JAIL SUPERINTENDENT

Medical Forms

All check lists are found on the control room desk top under my documents/forms

1. Hiv intake
2. Inmate medical request kit
3. Inmate release of information
4. Inmate waiver of liability
5. Observation sheet
6. Over the counter medication
7. Prescription medication log
8. Prescription medication sheets
9. Prescription refill (through doctor)
10. Prescription reorder
11. Suicide Watch

Checklist.pdf

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Over the Counter Medication Log.pdf

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Pete Warner	Shane O. Grimm	Cindy Young

FERRY COUNTY

CORRECTIONS

FERRY COUNTY JAIL
PRISONER OVER THE COUNTER MEDICATION

Week of_____thru_____

DATE	INMATE	TIME	ASPRIN	ANTACID	IBUPR.	TYLENOL	COLD/FLU	INITIALS

NON-PRESCRIPTION MEDICATION:	
INSTRUCTIONS: see below	
ASPIRIN 325mg (per tablet) TAKE 1-2 TABS 4hrs AS NEEDED (not to exceed 12 tablets in 24hrs)	$.05
TYLENOL 1000mg (packets) TAKE 2 TABS 6hrs AS NEEDED (not to exceed 8 tablets in 24 hrs)	$.06
IBUPROFEN 400mg (packets) TAKE 1-2 TABS 4-6hrs AS NEEDED (not to exceed 6 tablets in 24 hrs)	$.08
ANTACID (tablets) TAKE 2-4 TABS AS NEEDED (repeat hourly if symptoms return)	$.08
DECOREL FORTE (PACKET)TAKE 1 TAB EVERY SIX HRS (not to exceed 4 tabs in 24 hr)	$..06
VALU DRYL (tablets) TAKE 1-2 TABS 4-6hrs AS NEEDED (not to exceed 6 in 24hrs)	box for $3.22

Medication Log 3.pdf

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Pete Warner **Shane O. Grimm** **Cindy Young**

FERRY COUNTY
CORRECTIONS

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1-800-342-4344

MEDICATION LOG

NAME:	**BOOKING#**
DOB:	**DOCTOR**

PRESCRIPTION	TIME	DOSAGE
** ALLERGIES NONE		

Riot Checklist.pdf

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CHECK LIST

Cancels: ALL PREVIOUS
See Also: Policy 508

Approved by: SHERIFF AND JAIL SUPERINTENDENT

RIOT CHECKLIST

NOTE: In every circumstance every effort will be made to prevent the spread of the action. Relay orders in a manner that will not alert non-participating inmates.

1) Isolate the riot area ____

2) Order a general lockdown of the jail ____

3) Secure all doors, internal and external ____

4) Notify dispatch
   - A) Advise of the situation ____
   - B) Request notification of
     - 1) FCSO shift commander ____
     - 2) Republic PD ____

5) Notify on duty FCSO staff in building ____

6) Evacuate all nonessential personnel ____

7) Assess the situation. If possible, await back-up forces prior to physical intervention. ____
   - A) If physical intervention is necessary, notify dispatch-request aid unit to stand by ____

8) Aftermath
   - A) Attend to officer injuries ____
   - B) Attend to inmate injuries ____
   - C) Isolate rioters ____
   - D) Initiate investigation ____
   - E) Notify building maintenance ____

Policy Add or Change Request.pdf

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Pete Warner	Shane O. Grimm	Cindy Young

FERRY COUNTY
CORRECTIONS

POLICY ADD OR CHANGE REQUEST

DATE:_____

ADD _____CHANGE_____

Policy number_____

Describe in detail:

_____ _____
Officer signature Date

Supervisors response:

_____ _____
Superintendent Lead Corrections

Medical Request Form.pdf

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FERRY COUNTY JAIL
INMATE MEDICAL REQUEST

Inmate Name:	**Date of Birth:**
Today's Date:	**Time:**

Please briefly explain medical problem:_____

Is this an emergency: YES_____NO_____

I hereby authorize the Ferry County Jail to charge my account for medical services in accordance with RCW 70.48.130. I understand that deductions will be made from my account automatically and without any further authorization from me. I understand if my account balance is below a minimum amount, the fee will be removed when the funds are available.

Inmate Signature_____

No doctor appointments will be made with out inmate's signature!!

Officer's Entry:

Booking #_____

Current Physician_____Phone #_____

Current Medication_____

Date scheduled_____time _____Doctor_____

Officer setting appointment initials_____

Date:	Time:	Officer initials

FERRY COUNTY JAIL
INMATE MEDICAL REQUEST

Inmate Name:	**Date of Birth:**
Today's Date:	**Time:**

Please briefly explain medical problem:_____

Is this an emergency: YES_____NO_____

I hereby authorize the Ferry County Jail to charge my account for medical services in accordance with RCW 70.48.130. I understand that deductions will be made from my account automatically and without any further authorization from me. I understand if my account balance is below a minimum amount, the fee will be removed when the funds are available.

Inmate Signature_____

No doctor appointments will be made with out inmate's signature!!

Officer's Entry:

Booking #_____

Current Physician_____Phone #_____

Current Medication_____

Date scheduled_____time _____Doctor_____

Officer setting appointment initials_____

Date:	Time:	Officer initials

Policy Add or Change Request Form.pdf

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Pete Warner	Shane O. Grimm	Cindy Young

FERRY COUNTY
CORRECTIONS

POLICY ADD OR CHANGE REQUEST

DATE:_____

ADD _____CHANGE_____

Policy number_____

Describe in detail:

_____ _____
Officer signature Date

Supervisors response:

_____ _____
Superintendent Lead Corrections

Hostage Taking Checklist.pdf

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FERRY COUNTY JAIL
HOSTAGE TAKING-CHECK LIST

PRIMARY CONSIDERATIONS ARE MAXIMUM PROTECTION FOR THE HOSTAGE AND TO PREVENT ESCAPE OF THE ABDUCTOR

1) ISOLATE ABDUCTOR AND HOSTAGE AREA _____

2) ENSURE JAIL STAFF IS AWARE OF SITUATION _____
   A) REFRAIN FROM USING RADIOS UNTIL KNOWN IF ABDUCTOR HAS A RADIO _____

3) NOTIFY DISPATCH
   A) REQUEST NOTIFICATION OF:
      1) JAIL SUPERVISOR _____
      2) SHERIFF _____
      3) CITY OF REPUBLIC PD _____
   B) REQUEST A HOSTAGE NEGOTIATOR _____

4) EVACUATE ALL NON ESSENTIAL PERSONNEL _____

5) ORDER A GENERAL JAIL LOCKDOWN _____

6) ACCOUNT FOR ALL JAIL STAFF _____

7) SEARCH TRUSTEES AND RETURN TO HOUSING AREA _____

8) APPOINT OFFICERS TO INVENTORY KEYS AND RADIOS _____

9) APPOINT OFFICERS TO CONDUCT HEADCOUNT BY NAME CHECK _____

10) SUPERVISOR MANAGES THE HOSTAGE SCENE UNTIL RELIEVED BY SENIOR AUTHORITY
   A) OBTAIN RECORDS, FILES AND BACKGROUND HISTORY OF ABDUCTOR _____

11) AT THE CONCLUSION OF INCIDENT ALL STAFF INVOLVED SUBMIT REPORTS _____

NOTE

THE DEGREE OF FORCE NECESSARY TO PREVENT THE ABDUCTOR FROM ESCAPING OR HARMING THE HOSTAGE MAY BE USED. SEE FERRY COUNTY SHERIFF'S OFFICE RULES AND REGULATIONS.

Waiver of Liability - Refusal of Medical Treatment.pdf

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FERRY COUNTY CORRECTIONS

POST OFFICE BOX 1099 REPUBLIC, WASHINGTON 99166-1099

(509) 775-3132 FAX (509) 775 2127 OR 1-800-342-4344

WAIVER OF LIABILITY
REFUSAL OF MEDICAL TREATMENT

DATE: _____

NAME: _____

DOB: _____

I am refusing medical treatment at this time. I release Ferry County and its employees from any liability because I am refusing treatment. I further understand that I have the right to request medical treatment in the future and will notify staff if I so decide.

INMATE SIGNATURE: _____DATE_____TIME_____

STAFF WITNESS: _____DATE_____TIME_____

Major Electrical Failure Checklist.pdf

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POLICY

Cancels: ALL PREVIOUS
See Also:

Approved by: SHERIFF AND JAIL SUPERINTENDENT

FERRY COUNTY JAIL
MAJOR ELECTRICAL FAILURE CHECKLIST

If the emergency generator functions properly

1) Notify:
   A) Start backup generator ____
   B) Ferry County PUD ____

If the emergency generator fails to operate properly

1) Notify Jail Superintendent ____

2) Ensure officers obtain:
   A) Flashlights ____

   B) Keys to operate doors ____

4) Return prisoners to secure areas. ____

5) Order general lockdown. ____

6) Cease all non-emergency functions ____

7) Manually shut off all computers ____

8) Evaluate with the Jail Superintendent and Sheriff the feasibility of evacuation ____

9) When power is restored conduct an immediate headcount ____

10) Turn computers on ____

11) Return to normal operations _____

Organizational Chart.pdf

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POLICY

Cancels: ALL PREVIOUS
See Also:

Approved by: SHERIFF AND JAIL SUPERINTENDENT

FERRY COUNTY JAIL ORGANIZATIONAL CHART

FERRY COUNTY COMMISSIONERS

District 1 Bob Heath
District 2 Brad Miller
District 3 Joe Bond

SHERIFF

Pete Warner

SUPERINTENDENT OF CORRECTIONS

SHAWN DAVIS

CORRECTIONS STAFF

Luis Trimm
David Drennan
Faustina Roberts
Justin Zerck
Matthew Kersten
Stan Webber
David Hodge
David Ruiz
Maggie Strasser (Control/Corrections)

Medication Order From Doctor.pdf

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FERRY COUNTY CORRECTIONS

POST OFFICE BOX 1099 REPUBLIC, WASHINGTON 99166-1099

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Ferry county Prescription order from contract doctor

WEEK OF_____

DATE	I/M NAME	MEDICATION	RX#	INIT	ODERED YES	ORDERED NO

Disturbance Checklist.pdf

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FERRY COUNTY JAIL
DISTURBANCE-DEMONSTRATION CHECKLIST

NOTE: A primary consideration is to contain the disturbance or demonstration preventing its spread to other willing participants.

DISTURBANCE

1) Alert jail staff ____

2) Contact Dispatch to summon assistance ____

3) Isolate offenders ____

4) Attempt to talk down inmates. Use of physical force only as last resort ____

5) Ensure adequate back-up is available if action is required ____

6) Initiate incident reports ____

DEMONSTRATION

1) Alert jail staff ____

2) Attempt to open communication with the demonstrators ____

3) Remove/Lockdown other prisoners in the demonstration area.
Isolate demonstrators. ____

4) Allow cool off time ____

5) Notify DSO and COC if applicable ____

6) Initiate incident reports, disciplinary action if appropriate

Administrative and Personnel Forms.pdf

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ADMINISTRATIVE AND PERSONNEL FORMS

1) AFFIDAVIT
2) ASSET RELEASE
3) BAIL RECEIPT
4) BAIL ENVELOPE STICKER
5) COMPLAINT REPORT
6) COUNSELING REPORT
7) CONVICTED FELON DNA DATA SHEET
8) EMPLOYEE EXPOSURE REPORT
9) EVALUATION REPORT (WEEKLY)
10) FACILITIES INSPECTION (MONTHLY INSPECTION REPORT)
11) INCIDENT/INJURY REPORT
12) JAIL INCIDENT REPORT
13) LABORATORY REQUISITION
14) LEAVE REQUEST
15) MAIL LOSS/RIFLING REPORT (U.S. MAIL)
16) MEAL COUNT FORMS (3)
17) MONEY RECEIPT
18) OVERTIME CLAIM AND AUTHORIZATION
19) PHONE BLOCK
20) PRINT ORDER
21) PROBABLE CAUSE STATEMENT
22) PROPERTY RELEASE (FERRY COUNTY SHERIFF'S OFFICE)
23) PURCHASE ORDER
24) REPAIR ORDER
25) RETRIEVAL REQUEST (RECORDS)
26) SERVICE REQUEST
27) SHIFT EXCHANGE REQUEST
28) SUPPLY REQUISITION (OFFICE)
29) TELEPHONE ACTION (INMATE)
30) TRAINING REQUEST
31) VEHICLE INSPECTION (WALK AROUND DEFECTIVE EQUIPMENT REPORT)
32) VISITING LOG
33) VISITOR PASS
34) WEEKLY ACTIVITY REPORT

Evaluation Form Correctional Officer (002).pdf

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Sheriff
Ray Maycumber

Jail Superintendent
David Hodge

Ferry County Correctional Officer Evaluation

1-Does Not Meet Performance Standards
3-Meets Performance Standards
5-Exceeds Performance Standards

Employee Name:

Evaluation Date:

Evaluation Period:

Department Functions

1. **EMPLOYEE SAFETY**
   [ ] **Does not meet Performance Standards:** Fails to safely execute operations
   [ ] **Meets Performance Standards:** Does not place others at physical risk
   [ ] **Exceeds Performance Standards:** Anticipates and reacts to physical/verbal actions that could place self/others at risk
   COMMENTS:

2. **ACCEPTANCE OF DIRECTIONS**
   [ ] **Does not meet Performance Standards:** Fails to accept direction and improve performance
   [ ] **Meets Performance Standards:** Accepts direction and strives to improve performance
   [ ] **Exceeds Performance Standards:** Accepts direction and strives to improve performance in a positive manner. Serves as a role model for other employees
   COMMENTS:

3. **PROBLEM SOLVING JUDGEMENT / DECISION MAKING**
   [ ] **Does not meet Performance Standards:** Uses poor judgment or makes improper decisions
   [ ] **Meets Performance Standards:** Arrives at sound judgments and makes proper decisions
   [ ] **Exceeds Performance Standards:** Isolates and identifies a problem and evaluates an alternate course of action

   COMMENTS:

4. DEPENDABILITY

[ ] **Does not meet Performance Standards:** Late for work, excessive use of break time and / or sick leave

[ ] **Meets Performance Standards:** Not late for work and makes a proper use of break time and / or sick leave

[ ] **Exceeds Performance Standards:** Is reliable to fill in for last minute overtime

COMMENTS:

5. COMMUNICATION

[ ] **Does not meet Performance Standards:** Fails to comprehend orders, fails to pass on information

[ ] **Meets Performance Standards:** Listens to others, comprehends orders/directives, aware of nonverbal messages

[ ] **Exceeds Performance Standards:** Consistently passes on correct information and can consistently comprehend information given in a timely manner

COMMENTS:

6. REPORTS AND DICTATION

[ ] **Does not meet Performance Standards:** Does not complete reports on time, reports are incomplete or inaccurate, and dictation is hard to understand

[ ] **Meets Performance Standards:** Reports are complete and accurate in a detailed, organized manner

[ ] **Exceeds Performance Standards:** Consistently completes reports in an organized, clear, logical manner

COMMENTS:

7. ROUTINE FORMS

[ ] **Does not meet Performance Standards:** Fails to utilize appropriate department forms and does not have completed forms

[ ] **Meets Performance Standards:** Completes forms in detail with a high degree of accuracy in a timely manner

[ ] **Exceeds Performance Standards:** Consistently utilizes the necessary department forms with minimal supervision

COMMENTS:

8. GENERAL APPEARANCE

[ ] **Does not meet Performance Standards:** Shabby, worn uniform. Equipment is not properly maintained. Hygiene is not within regulations. Facial hair is not kept well-groomed or maintained

[ ] **Meets Performance Standards:** Uniform/dress is clean, fits properly. Equipment is clean and maintained. Personal hygiene is with in regulations. Facial hair is kept well-groomed and maintained

[ ] **Exceeds Performance Standards:** Highly maintained uniform, equipment, hygiene and facial hair

COMMENTS:

9. CONFLICT MANAGEMENT

[ ] **Does not meet Performance Standards:** Does not work effectively and interact with other people. Causes a situation to deteriorate. Lacks sensitivity.

[ ] **Meets Performance Standards:** Courteous, objective, and unbiased with individuals. Effective in dealing with people without antagonizing and does not cause a situation to deteriorate.

[ ] **Exceeds Performance Standards:** Effective communication skills in resolving sensitive issues

COMMENTS:

10. PERFORMANCE UNDER PRESSURE

[ ] **Does not meet Performance Standards:** Does not control feelings and emotions. Does not maintain composure. Does not make sound, logical decisions or recognize consequences in a pressure situation.

[ ] **Meets Performance Standards:** Demonstrates control of feelings and emotions. Maintains composure, makes sound decisions and recognizes consequences in a pressure situation.

[ ] **Exceeds Performance Standards:** High ability to perform in moderate and high stress situations.

COMMENTS:

11. KNOWLEDGE OF AND CARE OF EQUIPMENT / WORK AREA

[ ] **Does not meet Performance Standards:** Does not maintain or inspect equipment prior to use. Does not exercise care in handling equipment. Does not maintain vehicles or other county equipment with in guidelines. Does not have a good working knowledge of all equipment.

[ ] **Meets Performance Standards:** Maintains and inspects equipment. Has a good working knowledge of proper use and function of equipment. Maintains vehicles and other county equipment within guidelines.

[ ] **Exceeds Performance Standards:** Has a high concern for safe, responsible, and reasonable operation or use of equipment.

COMMENTS:

12. WORK RELATIONS WITH OTHERS

[ ] **Does not meet Performance Standards:** Does not act tactful and professional when dealing with others. Is disrespectful to co-workers. Demonstrates bias and prejudice towards others.

[ ] **Meets Performance Standards:** Possesses the ability to be tactful and professional when dealing with other. Is aware of the need of others. Enforcement action is neutral and not influenced by predetermined beliefs and opinions.

[ ] **Exceeds Performance Standards:** Possesses a high degree of professionalism to effectively work with others and the general public. Creates a climate of mutual trust and responsiveness to and from others. Consistently seeks to improve performance.

COMMENTS:

13. JAIL OPERATION

[ ] **Does not meet Performance Standards:** Needs reminders to complete assigned tasks. Does not use downtime effectively. Does not display initiative by seeking out extra tasks to complete (or assist fellow staff in completing their duties). Needs direction as opposed to self-initiating activity

[ ] **Meets Performance Standards:** Completes assigned tasks in a timely manner. Uses downtime to seek out other tasks that need to be completed and / or helps fellow staff with tasks. Self-motivated and takes initiative to learn jail operations.

[ ] **Exceeds Performance Standards:** Performs all assigned duties completely and correctly without supervision or direction. Takes the initiative to look for tasks to complete during downtime.

COMMENTS:

14. PRISONER AND FACILITY SECURITY

[ ] **Does not meet Performance Standards:** Displays a lack of initiative when searching inmates or inmate spaces. Exhibits “presumed compliance” when interacting with inmates, especially high risk inmates. Fails to follow policies and procedures set forth regarding prisoner and facility security.

[ ] **Meets Performance Standards:** Conducts thorough searches of prisoners and prisoner’s property. Conducts a systematic and complete search when doing cell/structure search. Performs pat down search of prisoners and consistently follows security and officer safety procedures

[ ] **Exceeds Performance Standards:** Is systematic and thorough when conducting pat down searches of prisoners and when searching any property brought in by an inmate or anyone else. Takes initiative to set up and conduct searches of the inmate cells / pod’s. Develops informants to gather information on possible security threats to facility, staff, and inmates.

COMMENTS:

15. STAFF INMATE RELATIONS

[ ] **Does not meet Performance Standards:** Is ineffective in communicating with prisoners by relying on either avoidance or authoritarian techniques. Does not attend to basic needs of inmates on a timely basis

[ ] **Meets Performance Standards:** Ability to treat all prisoners with human dignity, incidents and confrontation with prisoners are handled on a firm, fair and consistent manner. Officer uses force options effectively, explains or gives direction to prisoners before taking action. Imposes disciplinary action consistent with policy, ability to perceive potential problems by actions, conduct, or attitude of the prisoners and take appropriate preventive action. Communicates effectively with prisoners, sensitive to the prisoner's needs within the scope of the officer's job description.

[ ] **Exceeds Performance Standards:** Proactively develops professional rapport with inmates. Officer anticipates basic needs of inmates and fulfills them within the scope of the officer's job description.

COMMENTS:

16. COMPLAINT / INCIDENT INVESTIGATION

[ ] **Does not meet Performance Standards:** Does not obtain accurate information or verify information regarding witnesses and suspects. Does not properly gather, handle, or preserve evidence. Does not properly fill out correct incident forms. Does not follow up when warranted. Fails to recognize elements of criminal offenses.

[ ] **Meets Performance Standards:** Obtains accurate information and establishes elements of the incident / complaint. Documents and handles evidence according to policy. Does follow up as warranted and uses correct incident forms. Completes written reports.

[ ] **Exceeds Performance Standards:** Has a high degree of knowledge and ability to use proper procedures when dealing with criminal, non-criminal, complaint and incident activity.

COMMENTS:

17. COURT DUTIES

[ ] **Does not meet Performance Standards:** Has difficulty working with limited supervision. Does not use restraints effectively or conduct thorough searches before trials start. Exhibits "presumed compliance" when transporting inmates.

[ ] **Meets Performance Standards:** Able to incorporate effective use of restraints and searching techniques and conducts transports in a safe and expeditious manner. Able to maintain court schedule for prisoners and insure they make court appearances on time.

[ ] **Exceeds Performance Standards:** Performs all assigned duties completely and correctly without supervision or direction. Anticipates potential issues and conflicts with court appearances or paperwork and takes steps to minimize or eliminate those problems.

COMMENTS:

18. ROUTINE FORMS

[ ] **Does not meet Performance Standards:** Fails to utilize appropriate department forms or does not properly fill out forms completely

[ ] **Meets Performance Standards:** Completes forms in detail with a high degree of accuracy in a timely manner

[ ] **Exceeds Performance Standards:** Consistently utilizes the proper department forms with minimal to no supervision

COMMENTS:

TOTAL SCORE [ ]

OVERALL EVALUATION OF EMPLOYEE:

[ ] EXCELLENT (90-80)
[ ] SUCCESSFUL (79-60)
[ ] NEEDS SOME IMPROVEMENT (59-40)
[ ] NEEDS MUCH IMPROVEMENT (39-18)

Recommended Performance Improvement Plan:

Career Development Goals:

Employee Comments:

OVERALL POTENTIAL FOR PROMOTION AND / OR POSITIONS OF GREATER RESPONSIBILITY

[ ] Among the Best
[ ] Fully Capable
[ ] Marginal
[ ] Not Applicable At This Time

Date of Re-evaluation:

Employee's Signature: _____Date:_____

Sergeants Signature: _____Date:_____

Superintendent's Signature: _____Date:_____

Medical Record.pdf

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Sheriff **Jail Superintendent** **Lead Corrections**
Pete Warner **Shane O. Grimm** **Cindy Young**

FERRY COUNTY
CORRECTIONS

POST OFFICE BOX 1099 REPUBLIC, WASHINGTON 99166-1099

(509) 775-3132 FAX (509) 775 2127

1-800-342-4344

FERRY COUNTY JAIL PRISONER MEDICATION RECORD

I/M NAME:	**D.O.B. :**
BOOKING #:	**PERSONAL DR.:**

DATE	TIME DUE	TIME ISSUED	QTY.	INT.	DATE	TIME DUE	TIME ISSUED	QTY.	INT.	DATE	TIME DUE	TIME ISSUED	QTY.	INT.

MEDICATION:
INSTRUCTIONS:

Inmate Handbook.PDF

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INMATE HANDBOOK AND MANUAL

FERRY COUNTY CORRECTIONS

REPUBLIC, WASHINGTON

TO THE INMATE: The rules and regulations contained in this manual apply to all inmates. Rules and Regulations are intended to ensure your safety, sanitary living conditions, fair treatment, and the protection of your Constitutional Rights. If you are in doubt as to what you are to do at any time, it is you responsibility to ask a Correction Officer or staff member.

RESPONSIBILITY OF INMATES: All inmates, regardless of commitment circumstances, are subject to the laws of the State of Washington and the Rules and Regulations of the Ferry County Jail. The best control of behavior is self-discipline. You are encouraged to promptly obey all requests and instructions made by a Correction Officer and staff members. Cooperation and good behavior will make your stay more pleasant for everyone including your fellow inmates.

OFFENSIVE LANGUAGE: You are to refrain from the use of profane and/or obscene language. Do not make sarcastic or insulting remarks to other prisoners, or Correction Officers and staff members. Such conduct is a minor violation of the Rules and Regulations of the jail which may result in disciplinary actions or suspension of your privileges.

RESPECT TOWARD OTHERS: You are required to be considerate and respect the rights of others.

CLOTHING AND DRESS CODE: All inmates are encouraged to develop good grooming and hygiene habits. Inmates may wear their own socks and underclothing (white only). Inmate uniforms (both top and bottoms) shall be worn at all times in the rec-yard, hallway or dayroom, one exception is during extreme warm weather. White t- shirts will be allowed in the outside rec yard. Clothing will be laundered according to established schedules.

HAIRCUTS: Haircuts may be arranged through the Correction Officer and/or staff on duty, when circumstances permit.

LOCKDOWN: All inmates are required to return to their cells for lockdown at 10:00p.m. (2200hrs). All cell doors will remain closed and locked at this time, with an exception of an emergency.

FERRY COUNTY JAIL PROPERTY: Do not damage, destroy, deface, alter, or misuse any Ferry County Property. This includes towels, sheets, and bedding that is issued during initial booking. Any inmate at the Jail that damages, destroys, defaces, alters, or misuse property while incarcerated in the Ferry County Jail, will either be charged for the damaged or destroyed property or be turned over to the Prosecuting Attorney for civil action to recover the amount of damage, to replace or repair such property damaged, criminal charges mat also be filed.

EXERCISE YARD: The outside recreational and exercise area is provided for your use. It is located in conjunction to the dayroom on the west of the facility. No chairs are allowed in the outside recyard without approval from Correction Officers and staff members. You will be able to use the outside recyard after daily cleaning and if weather permits.

HALLWAYS: No inmate shall loiter in the main hallway at any time of day.

CONTRABAND: Contraband is considered anything that was not issued, or any items not purchased through commissary or any item that has been altered. These items will be confiscated. Possession of contraband may result in disciplinary action against that inmate, as well as criminal charges filed.

GAMBLING: Gambling in any form is not be allowed. Gambling will result in disciplinary action and possible criminal charges filed.

MAIL:

OUT GOING MAIL: All outgoing and incoming mail is subject to inspection for contraband and/or money. Three (3) letters per week will be mailed for you at

County expense. All other correspondence will be mailed at your expense. All correspondence to courts, attorneys, etc., is free. The envelope shall contain your name and the Ferry County Jail return address (P.O. BOX 1099, REPUBLIC, WA. 99166-1099). If not, they will not be mailed.

INCOMING MAIL: All incoming personal mail is subject to inspection for contraband and/or money. Cash or money orders will be processed into your commissary account with the Ferry County Jail. **PERSONAL CHECKS WILL NOT BE ACCEPTED!** The inmate account shall be credited for the amount received. No inmate to inmate mail, to include this facility or other facilities. There will be no note passing inside the jail between inmates of the opposite sex. Disciplinary actions will be taken against the prisoner's involved.

OFFICIAL MAIL: All mail to or from any inmate's CCO, attorney, the courts, Attorney General, Governor, or Corrections Administrator is considered official mail. All outgoing official mail will be legible, addressed, and sealed. Such outgoing official mail will not be inspected. All incoming official mail will not be opened; no contents will be read by the Correctional Staff. However, a Corrections Officer may open such incoming official mail in the inmate's presence for the purpose of assuring that contraband is not being sent to the facility. This type of inspection is not conducted for the purpose of violating the confidentiality of such mail.

MEDICAL SERVICES: In the event of medical problems, notify a Corrections Officer on duty as soon as possible. The Corrections Officer will issue you a medical kite to be filled out. The Corrections Officer will notify the Jail medical provider by the next business day, provided that it is not a legitimate life threatening emergency. The following medical services are subject to billing:

1. Doctor sick- call
2. Hospitalization Services
3. Outpatient Services

4. Prescriptions

Inmates are responsible for expenses incurred for medical, dental, or psychiatric treatment they received from either in-house or from outside health agencies while incarcerated. If you are seen by any doctor, you will be charged the full amount of the visit. This money will be removed from your personal inmate welfare account on the date of such services. If you do not have this amount in your account, your account will show a negative balance.

This negative balance will stay with the inmate until collection is made. Delinquent accounts will be sent to collections. Inmates returning to custody who have an outstanding balance from a previous incarceration will be liable to collection from their personal account for that previous balance. Medical services will not be denied to anyone with a legitimate medical emergency, or for inability to pay.

If medication is prescribed by a doctor, you will be charged for each prescription. This deduction will be handled in the same manner as the co-payment. If you request to see another doctor or dentist, other than the contracted jail doctor, it will be **your** responsibility to make these arrangements and pay for all fees and services.

If the inmate refuses medical treatment a refusal of medical treatment form must be signed. If the inmate refuses to sign the form, a notation of that effect will be made, signed by the witnessing officer and submitted to the Jail Supervisor, who will verify that medical services have been offered. The jail will make every effort to transport you to and from medical appointments scheduled by the jail. **NO** out of town transports will be authorized without prior Supervisor approval, with exception of court approved furloughs.

Contract Inmates: Kootenai County, Stevens County, DOC and other agency holds must receive and be granted permission from their parent facility before treatment is given as per their protocol except in the case of a true emergency. In some cases the inmate could be transferred back to the original agency for

medical care. DOC could transfer inmates to other holding centers or prisons for treatment.

VISITATION: Visitations are Saturday and Sunday between the hours of 1:00pm and 5:00pm. These hours may vary depending upon the number of inmates receiving visitors and as circumstances dictate.

Immediate family (i.e. wives, husband, children, parents, brothers, sisters, grandparents, aunts, uncles, and any persons so related through marriage) shall be given preference for visitation unless the prisoner specifies otherwise. Visitors seventeen years of age and under shall be **accompanied** by a parent or guardian.

Through the duration of the visit you will conduct yourself in a reasonable manner or the visit will be terminated. If you receive a contact visit, upon termination of such visit you will be searched. You will be called to visitation areas as you receive visitors.

Anyone who has been incarcerated in this facility in the previous six months prior to current visitation day will not be allowed to visit. Any new arrestee will not be allowed visitation until Probable Cause hearing has been done and/or the inmate is seen by a judge. Any visitor with an outstanding warrant will not be allowed to visit anyone in custody. Inmates scheduled to do weekends as a result of their sentence from the courts are not allowed visitors.

TELEPHONE PRIVILEGES: Individuals who are **not disruptive** will be allowed one telephone call upon the completion of the booking process. Initial telephone call shall be no longer than five minutes in duration. The social call is considered a privilege and will depend on your cooperation and our continued observation of the Jail rules and Regulations. All social calls will be made from the phones placed in the dayroom for prisoner use. The social telephone call will be limited to fifteen minutes. All telephone calls will be made collect. Social calls shall not preclude reasonable access to a telephone to contact an inmate's Attorney.

TRANSFER OF PROPERTY: During incarceration, no individual will be allowed to transfer or sell any of his/her property to another inmate or to the Jail staff. Property, including money, may be released to an outside party upon the inmates written and signed permission. Upon release, inmates may donate items or money utilizing property intake procedures.

ALLOWABLE ITEMS: The following are items you may have brought into the Ferry County Jail for your personal use:

1. Reading material (paperback books only)
2. One set of court clothes

No other items will be allowed without Supervisor approval.

COMMISSARY: The Ferry County Jail maintains a commissary list. Items may be purchased from the small daily commissary list or the big commissary list once a week. Both lists will be posted in the designated area of the jail or will be provided upon request. The payment for these items will be taken out of your commissary funds.

NO SMOKING WILL BE ALLOWED IN THE JAIL: For this rule, smoking refers to the use of any and all tobacco products. Possession of any tobacco products in the jail will be confiscated and immediate disciplinary actions will be taken. Tobacco product of any kind is considered contraband. E-cigs sold on daily commissary are the only exception to this rule. E-cigs are to be used in the outside rec area only.

BED LINENS, PERSONAL LINEN AND JAIL UNIFORMS: Exchange of linen and bedding will be conducted once a week. The exchange, however, may vary depending on availability of linen and bedding. Clothing may be exchanged as the need arises, but shall be exchanged at least once a week. You may have your personal laundry done at this time also.

DAILY OPERATION: All times referred to in this document are approximate and subject to change due to circumstances and Staff availability.

1. Wake-up call: 7:55 a.m.
2. Breakfast: 8:00 a.m.
3. Showers: Daily
4. Daily cleaning and disinfecting: 8:00 a.m. – 10:00 a.m.
5. Lunch: 12:30 p.m.(weekends) & 1:00 p.m.(weekdays)(may be locked down to serve)
6. Dinner: 7:00 p.m.(may be locked down to serve)
7. Lockdown: 10:00 p.m. or as directed **(NO EXCEPTIONS)**

WEEKLY EVENTS:

Monday:

- 8:00 a.m. – 10:00 a.m. : clean and disinfect jail and cells
- Razor list issued
- Last day to turn in Weekly Commissary orders before lockdown (holidays pending)

Tuesday:

- 8:00 a.m. – 10:00 a.m. : clean and disinfect jail and cells
- Laundry change (time permitted)
- Razors passed out

Wednesday:

- 8:00 a.m. – 10:00 a.m. : clean and disinfect jail and cells

Thursday:

- 8:00 a.m. – 10:00 a.m. : clean and disinfect jail and cells

Friday:

- 8:00 a.m. – 10:00 a.m. : clean and disinfect jail and cells

- Razor list issued

Saturday:

- 8:00 a.m. – 10:00 a.m. : clean and disinfect jail and cells
- Laundry change (time permitted)
- Razors passed out
- 1:00 p.m. – 5:00 p.m. : Visitations

Sunday:

- 8:00 a.m. – 10:00 a.m. : clean and disinfect jail and cells
- 1:00 p.m. – 5:00p.m. : Visitations

ATTORNEY AND CLERGY: The Ferry County Jail has an open-door policy for Attorneys and Clergy. Attorneys and Clergy may visit at any time as long as it constitutes a reasonable hour and it does not violate the Correction Facility's safety and security.

SENTENCED INMATE PROGRAMS:

GOOD TIME: An inmate must **EARN** THEIR "Good Time Credit" by following the rules of the Ferry County Jail, cleaning their individual cell, cleaning the General Population Areas, complying with any and all reasonable requests made by a Correction Officer or staff of the Ferry County Sheriff's Department, and treating other inmate and staff with courtesy and respect. **If inmates fail to perform these tasks or follow these rules, they will not be eligible for "Good Time Credit"** in the Ferry County Jail.

INMATE WORKER: Individuals who have been sentenced to a period of time in the Ferry County Jail are eligible for consideration as inmate workers. However, the fact that a person is sentenced does not mean an inmate will be allowed to become a facility inmate worker. In order to be considered for these positions, a prisoner must not have any other charges pending, must display dependability and good hygiene habits. In order to be considered for inmate worker status you must treat Correctional Staff with respect and must not have any major behavioral problems. Inmate

workers perform custodial tasks, laundry duties, cooking and serving duties to inmates within the facility.

YOUR CONDUCT: The Ferry County Jail has set forth rules and regulations for your safety and security while you are incarcerated. You are required to adhere to these rules. The following is a list of minor and major violations you may be charged with if you violate the rules of your conduct.

MINOR CHARGEABLE OFFENSES:

1. DISRESPECT: Actions or communications directed by an inmate towards Correctional Staff Officers or other prisoner, which include hostility or personal animosity. There will be no horseplay and shadowboxing within the Jail Facility. WAC 137-28-202, 203, 353, 355, 357

2. CONTRABAND/PETTY: Alterations of issued items such as clothing, bedding, linen, or any property of the jail. Possession of unauthorized amount of otherwise authorized clothing, bedding, or issued hygiene supplies. WAC 137-28-356.

3. INMATE WORKER VIOLATIONS: Non-compliance with work assignments or poor work habits, and non-compliance with maintaining personal hygiene. WAC 137-28- 103

4. FAILURE TO KEEP CELL SANITARY: Failure to keep your person or cell in accordance with jail rules and policies. WAC 137-28-301.

5. FAILURE TO FOLLOW RULES AND ORDERS: Failure to follow any rules or policies adopted by the jail. Refusing or failing to obey an order, oral or written, of Correctional Officer and Staff members. WAC 137-28-102

6. OUT OF BOUNDS: Being in an area where the presence of the prisoner is unauthorized. WAC 137-28-210.

7. INAPPROPRIATE SEXUAL BEHAVIOR: Possession of any written, photographic or hand-drawn material that depicts a sexually explicit act as defined in WAC 137-28-160.

8. Smoking and possession of tobacco products where prohibited. Possession, introduction, or transfer of any tobacco, tobacco products, matches, or tobacco paraphernalia. WAC 137-28-251, 606.

9. Unauthorized tampering of jail pass- through doors. WAC 137-28-102.

10. No fishing of any and all foreign objects to another inmate while lockdown. WAC 137-28-102.

MAJOR CHARGEABLE OFFENSES:

1. DISOBEYING THE LAW: All laws pertaining to the general public will also apply to the prisoner housed in the Ferry County Jail. Violations of the law may result in new misdemeanor or felony charges filed against that prisoner. WAC 137-25-507.

2. Any act involving serious threat of assault, aggravated assault or bodily injury to a Correctional Staff or other prisoners. WAC 137-25-502, 604, 633, 704.

3. Advocacy (meaning: giving aid to cause) of violence, either verbal or written. WAC 137-25-506, 651, 650

4. Mutilating, altering, defacing or destroying any jail property. WAC 137-28-055.

5. Escape or attempted escape. WAC 137-25-550

6. Possession of dangerous contraband: Any altered item that could be considered to be used as a tool, weapon, or stimulant device. Possession of any kind of drug or drug paraphernalia. WAC 137-25-601, 602, 603.

7. Intoxication or unauthorized use of stimulants or sedatives. Includes the use of intoxicants upon the return from work release or work details. **NOTE: You can be subject to a urine test.** WAC 137-25-607,

8. 3 minor violations: The accumulation of three minor violations within a thirty day period will be considered a major violation.

9. Gambling; possession of gambling paraphernalia. WAC 137-25-559.

10. Disruptive behavior: Any action which has a serious effect upon the discipline and/or any other programs or operation of the Ferry County Jail. This action includes advocacy, encouragement, promotion, or participation in any group or individual disturbance within in the Ferry County Jail. WAC 137-25-652, 682.

11. Committing homicide. WAC 137-25-501.

12. Indecent exposure. WAC 137-25-750.

13. Taking or holding any person hostage. WAC 137-25-521.

14. Sexual assault or attempted sexual contact on a Correctional Officer or Staff member. WAC 137-25-611, 635, 636.

15. Rioting or inciting others to riot. WAC 137-25-650, 651.

16. Possession or unauthorized use of a cell phone. WAC 137-25-882.

17. Engaging in sexual acts with other prisoners of the jail facility. WAC 137-25-504.

18. Making a bomb threat. WAC 137-25-744.

19. Urinating, defecating or placing feces or urine, in any location other than a toilet or authorized receptacle. WAC 137-25-884.

20. While in work release, violation of an imposed special condition or failure to return from an authorized sign out. WAC 137-25-814, 831.

21. Throwing objects, materials, substances, or spitting in the direction of another prisoner(s). WAC 137-25-308.

22. Theft of property or possession of stolen property. WAC 137-25-555.

23. Unauthorized possession of prescribed medication greater than a single or daily dose. WAC 137-25-610.

24. Being tattooed while incarcerated, tattooing another, or possessing tattoo paraphernalia. WAC 137-25-710.

25. Giving, selling, borrowing, lending, or trading money or anything of value to, or accepting or purchasing money or anything of value from, another offender or that offender's friend(s) or family, the value of which is ten dollars or more. WAC 137-25-714.

DISCIPLINARY ACTION: If you violate any of the rules or regulations of the Ferry County Jail, you may be subject to disciplinary action. In event that you are charged with the violation of the rules and regulations of the Ferry County Jail, at least twenty four hours prior to the disciplinary action and/or hearing, the inmate shall receive a copy of their rights as an inmate in regards to the disciplinary action and/or hearing. In addition to the disciplinary action and/or hearing, if you have committed an act that constitutes a misdemeanor or felony, formal charges will be filed with the Ferry County Prosecuting Attorney.

INMATE RIGHTS

The inmate alleged to have committed a major infraction shall have, and be promptly advised of the following rights:

1. The inmate has the right to appear on his/her own behalf, to present witnesses and to present documentary evidence unless the exercise of such rights would be unduly hazardous to the Ferry County Jail Facility's safety and security.

2. An inmate who is unable to represent him/her self in such a hearing shall be informed of his/her right to be assisted by another person in understanding and participating in the hearing.

3. The inmate shall be advised of the decision in a written notice giving the reasons for that decision and for the disciplinary action, if any, and evidence relied upon in reaching the decision.

4. The inmate shall be permitted to appeal the disciplinary hearing decision to the Sheriff of Ferry County or the person he designates in accordance with appeal procedures established by this facility. This is done by written appeal to the Sheriff or the person he designates.

5. The above provisions do not preclude the imposition of administrative segregation required by the Washington Administrative Code (WAC) or other appropriate limitations of freedom of the inmates involved prior to such disciplinary proceedings.

6. Any rule violation charge pending against a inmate shall be acted upon as soon as possible and no later than forty eight hours (exclusive of Saturdays, Sundays, and Holidays) after the observation or discovery of the infraction, and based on considerations of the individual involved.

FORMS OF DISCIPLINE:

- Recommendation of forfeiture of "Good Time" credit
- Transfer to maximum security or segregation section
- Loss of privileges
- Lockdown (time pending)
- Removal from work detail or other assignment

LIMITATIONS ON PUNISHMENT:

- No inmate or group of inmates shall be given authority to administer punishment to any other inmate or group of inmates.
- Deprivation of regular feeding, clothing, bed, bedding, or normal hygienic implements and facilities shall not be used as a disciplinary sanction.
- Correspondence privileges shall not be denied or restricted, except in cases where the prisoner has violated correspondence regulations.
- Visitation privileges should not be denied or restricted as a sanction for infractions of rules of the institution unrelated to visitation. However, they can be suspended if the violation is a major infraction, such as fighting, etc.
- Under no circumstances shall Attorney-client visits be restricted.

- No inmate shall be held in disciplinary segregation for more than five (5) consecutive days without review by the disciplinary hearing body of Chief Law Enforcement Officer or his/her designate, and in no event shall a inmate be held in disciplinary segregation for more than ten (10) consecutive days as the result of any one hearing.

- Corporal punishment and physical restraint (e.g. handcuffs, leather restraints, waist restraints, and straight jackets shall not be used as a sanction.

OFFENDER GRIVANCE HANDOUT

What is a grievance? A grievance is a formal written compliant by an offender on his/her own behalf.

- All Correctional Staff are expected to be sensitive to offender problems. The primary reason for the grievance procedure is to deal with complaints after resolution has been attempted through routine administrative channels. However, the grievance mechanism is available to all offenders for the expression and resolution of a problem if he/she wishes to be filing a grievance formally.

WHAT ITEMS ARE GRIEVABLE?

1. Department policies, rules, and procedures enforced within the jail; or lack thereof, that personally affects the offender.
2. Actions by jail employees, contact staff, or volunteers under the jurisdiction of the jail that personally affects the offender.
3. Reprisals against persons who file a grievance based on his/her good faith use of the grievance procedure.

WHAT ITEMS ARE NOT GRIEVABLE?

1. State and Federal Law, court decisions.
2. Board of Prison Terms and Parole decisions, community corrections officer recommendations to Superior Court and/or the Parole Board, classification decision, and jail process or procedure that has an existing review or appeal process.

3. Application of special conditions imposed by the community corrections officer in accordance with department policy.

4. Any grievance occurring prior to the effective date of this procedure.

HOW DO YOU FILE A GRIEVANCE? This procedure is characterized by a series of actions which lead to a grievance resolution. Grievances must be processed from initiation to final disposition within 90 days, excluding mail time, unless the grievant has been agreed upon in writing to an extension of the time for response. The action begins with the offender notifying the on duty corrections officer that he/she wants to file a grievance.

In order to do this, the offender can use the grievance system on one of the 3 kiosks located in the jail (down stairs day room, upstairs day room/pc area, female pod). On the kiosk system is a grievance section where an inmate may fill out a grievance. The grievance system is checked weekly by the jail staff. Grievances alleging staff misconduct are sent to the jail superintendent only thru the grievance system.

Once the jail staff has received the grievance, he/she will determine whether the offender's concerns are grievable as defined in this procedure. A grievance alleging staff misconduct is sent directly to the jail superintendent thru the grievance system. Once this is determined, the grievance is responded to thru the grievance system and the inmate may check back on the kiosk to see a response. Grievances alleging staff misconduct are not dealt with in the same manner and they will be discussed separately.

ROUTINE GRIEVANCES: When a routine grievance is filed as previously stated, the Jail staff will investigate the concerns of the offender and provide a response within 20 working days this response is sent electronically thru the grievance system on the inmate kiosks. If the grievant is not satisfied with the response, it may be appealed in writing within 5 working days. In order to do this, the grievant must fill out a grievance appeal form. It then needs to be placed into a sealed envelope and sent to the jail superintendent. Once the superintendent receives the appeal, he/she will initiate the appeal. The grievance would then go to level 2. The Sheriff's will investigate the grievance and provide the offender with a written response within 20 working days after receiving the appeal to this level. If the offender is not satisfied with the Sheriff's response, the offender may appeal in writing within 5 working days. The appeal is conducted in the same manner as

stated earlier and once this is completed, the grievance is then forwarded to the next level of review (level 3, Ferry County Prosecuting Attorney). The Prosecutor will review grievances at this level and provide a written response to the grievant within 20 working days after the appeal to this level is received by the department grievance coordinator. The Prosecutor is the final appellate authority.

NOTE: An incident or process being grieved must have occurred within 5 working days of submission of the grievance form. For a grievance challenging general policy or procedure, or lack thereof, this does not apply. No issue can be grieved which occurred earlier than the effective date of this procedure.

GRIEVANCES ALLEGING STAFF MISCONDUCT: Grievances alleging staff misconduct are initiated as indicated earlier. This investigation will be conducted by the jail Superintendent, Sheriff or his designee. The grievant, staff member and appropriate witnesses will be interviewed in person or by telephone during this investigation. The Superintendents response to the grievant will be provided in writing within 20 working days after the grievance was initiated. If the grievant is not satisfied with the Superintendents response, he/she may then appeal to the next level of review within 5 working days. This is accomplished as stated earlier and the next level of review is the Ferry County Sheriff, level 2. The same process takes place and the inmate will be informed again within 20 working days of the Sheriff's decision. If the grievant is not satisfied with the Sheriff's response, he/she may then appeal to the next level of review within 5 working days. This is accomplished as stated earlier and the next level of review is the Ferry County Prosecutor, level 3.

The Prosecutor will then review the grievance and provide a written response within 20 working days after the appeal to this level is received by the Ferry County Prosecutor. The Prosecutor is the final appellate authority on all grievances.

EMERGENCY GRIEVANCES: Emergency grievances are limited to that issue that present a threat of death or injury to offenders, staff, or disruption of the jail facility in those areas that county has authority to take corrective action. To file an emergency grievance, contact the nearest staff member who will notify the on duty Sergeant and Jail Superintendent.

REPRISAL: Good faith use of and good faith participation in the grievance system will not result in formal or informal reprisals.

IF YOU HAVE ANY QUESTIONS, CONTACT A JAIL SERGEANT.

DAILY CLEANING REQUIRMENTS:

INCENTIVE: If the following cleaning requirements are met, inmates will have access to the dayroom, TV, phones, and outside rec yard during non-lockdown periods.

Each week there will be random inspections of the jail and individual cells. The Officer's will be checking all the following areas:

SURFACE: Doors, walls, railings, tables, ceilings, and wall vents. No written items, pictures and any paper materials on cell walls. No scratching on any surfaces. Phone areas clean – no dirt, dust, or prints.

WINDOWS: No streaks, dust, or prints. All windows sills must be cleaned.

FLOORS: Swept clean and mopped, including under beds and tables.

SHOWER AREAS: Clean walls, floors, ceilings, and toilets. Toilets, shower stalls and sinks must be clean of all water spots. Shower pads should be cleaned daily.

TELEVISION: Wipe screen clean without damaging.

CLEANING EQUIPMENT: 1 mop, 1 mop bucket with wringer, 1 broom, 1 scrub brush, 1 toilet brush, clean rags, and cleaning chemicals.

OUTSIDE YARD: Yard is to be swept of any and all debris.

INDIVIDUAL ROOMS (IN ADDITION TO THE ABOVE): Each day by 10:00am beds are to be made neatly. No extra blankets, sheets, towels, or mattresses unless authorized. All personal items must be kept in plastic bin. Nothing is to be posted or written on the cell walls or windows, except for 5 photos as previously stated. Also, nothing is to be put on windowsills or covering the window on the cell door. Sinks and toilets are to be cleaned and sterilized daily.

GENERAL: Personal items are to be arranged neatly in the plastic bins provided. Jail uniforms will be worn at all times during your incarceration.

HALLWAYS: The sink counter must be wiped clean and free from any clutter. All papers and books are to be kept neatly and put away in an orderly manner.

IF THERE ARE ANY VIOLATIONS OR NON-COMPLIANCE FROM ANY INMATE. THEY WILL BE LOCKED DOWN FOR 24 HOURS FROM THE TIME OF INCIDENT. IF THE PROBLEM CONTINUES, FURTHER DISCIPLINARY ACTION WILL BE TAKEN: All inmates in the facility will be accountable for cleaning. The inspection will consist of both dayrooms, upstairs and down stairs, and individual cells.

NOTICE: This notice is to inform all inmates at the Ferry County Correctional Facility that there will be regularly unscheduled cell inspections and shakedowns. These inspections can be done at any time.

INDIVIDUAL CELL: A cell inspection shall be an inspection of each individual inmate cell. Each inmate cell should be cleaned daily and all items should be arranged in an orderly manner. **See Incentive Program.**

A SHAKEDOWN (CELL INSPECTIONS) WILL BE A DETAILED INSPECTION OF EACH INDIVIDUAL INMATE CELL TO REMOVE ANY AND ALL DANGEROUS CONTRABAND ALSO NON- DANGEROUS NUISANCE CONTRABAND AS WELL.

ITEMS ALLOWED IN CELL:

- **1 MATTRESS (2 WITH PROOF OF MEDICAL HISTORY)**
- **1 PILLOW**
- **1 SET OF LINENS**
- **1 ISSUED UNIFORM (EXCEPTION TO OTHER COUNTY INMATES)**
- **1 PAIR OF JAIL ISSUED SANDALS**
- **3 PAIR OF WHITE SOCKS, WHITE T-SHIRTS, UNDERPANTS**
- **COMMISSARY ITEMS (NO FOOD FROM MEALS)**
- **ISSUED HYGIENE ITEMS (PURCHASED ITEMS FROM COMMISSARY EXCEPTED)**

- **WRITING MATERIALS (WRITING PAD AND FLEX PEN)**
- **PERSONAL AND LEGAL MAIL (ANYTHING THAT DOES NOT FIT IN PLASTIC BIN AND LYING LOSELY, NEEDS TO BE PUT IN PROPERTY STORAGE OR RELEASED.)**
- **5 BOOKS PAPERBACK ONLY**
- **EATING UTENSILS: 1 BOWL, 1 CUP, 1 SPORK**
- **1 ROLL OF TOILET PAPER PER CELL**
- **1 SET OF LONG UNDERWEAR DURING WINTER MONTHS (JAIL ISSUE)**

ANYTHING THAT IS NOT LISTED WILL BE CONFISCATED.

IMPORTANT: NO MORE THAN FIVE PICTURES ARE ALLOWED TO BE ATTACHED TO THE WALLS. ANY IN EXCESS WILL BE REMOVED BY THE INMATE AND THE WALL(S) TO BE CLEANED BY THE INMATE ASSIGNED TO THAT CELL.

AREAS TO BE CLEANED: Inmate cells (All areas of cell), Hallways, Stairways, Dayrooms, Shower stalls, and Outside recyard.

CLEANING DIRECTIONS:

SWEEP:

1. Use broom and dust pan provided
2. Sweep entire area
3. Pick-up trash and dust with dust pan
4. Put trash and dust into trashcan

MOPPING:

1. Use mop and mop bucket with wringer provided
2. Mop entire area after you have swept

IMPORTANT: It is very important that you use the disinfectant cleaners provided for your toilet, sink and shower. (Any and all areas that you come in contact with.)

SINKS:

1. Use clean rag and disinfectant cleaner provided
2. Spray and wipe down entire sink until clean

TOILET:

1. Use toilet brush and disinfectant cleaner provided
2. Flush toilet
3. Spray disinfectant cleaner in toilet bowl
4. Use toilet brush to scrub the entire inside toilet bowl
5. Flush toilet
6. Spray entire toilet and toilet seat with disinfectant cleaner
7. Wipe entire toilet and toilet seat with rag until clean

SHOWER:

1. Use clean rag and disinfectant cleaner provided
2. Spray entire shower with disinfectant cleaner then let it set for a few minutes
3. Use clean rag to scrub walls and floors of shower
4. Run shower to rinse clean

WINDOWS:

1. Use clean rag and cleaner provided
2. Spray entire window

3. Use clean rag to scrub window until clean and dry

NOTE: New cleaning supplies will not be issued until the empty dispensers are returned.

INCENTIVE

OUTSIDE REC YARD AND T.V.: The outside recyard will not be open, and the T.V. will remain turned off until all daily cleaning is done by all inmates within the facility.

REASON: Your usage and enjoyment of recreation are privileges that are earned and permitted only as long the aforementioned sanitary practices are adhered to. Privileges may and shall be revoked on a day-to-day basis by the Corrections Staff until you adhere to the rules. The requirement of maintaining a clean and healthy environment of the facility is imposed by Washington State Law. Any conduct which violates the Washington State Law will result in revocation of privileges and possible disciplinary actions may be taken to insure your compliance with the Health and Sanitary Requirements of the Washington State Law.

All matters are subject to change depending on circumstances or as supervisor directs.

FC APP 2019.pdf

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Ferry County

Accident Prevention Program (APP)

Accident Prevention Program

Element 1 - Safety Orientation: Each employee will be provided a safety orientation by the department's respective safety coordinator, Floor Warden, or Risk Manager, when first hired. The orientation will cover the following items:

1. **A description of the accident prevention/safety and health program:**

- We have a formal written accident prevention program as described in WISHA regulations (WAC 296-800-140).
- It consists of this safety orientation and a safety committee that is described in Part 2 below.
- The overall goal of this program is to, through every reasonable practice; provide a safe and healthy working environment.
- These are basic safety rules that all employees must follow. This list is not all-inclusive. Rules are:

    - Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it to your supervisor or Risk Manager. We will find a safer way to do that job.
    - Do not remove or disable any safety device!
    - Keep guards/observers in place at all times when operating machinery.
    - Never operate a piece of equipment unless you have been trained on it and are authorized to use it.
    - Use your personal protective equipment whenever it is required; it's the law and County Policy.
    - Supervisors will not allow employees to use material, tools or machinery that do not work properly.
    - Obey all safety-warning signs.
    - Working under the influence of alcohol or narcotics is prohibited. Employees who are taking prescription drugs as directed by a physician or dentist are exempt from this as long as they are not a danger to themselves or others, and the supervisor/Risk Manager are aware and approves of an employee's work-related activities.
    - An employee should not use tools or machinery when taking prescription meds.
    - Smoking is only permitted outside of the building in designated areas away from any entry or ventilation intake. State law dictates that smoking areas be at least 25' from an entry/exit door.
    - Horseplay, running and fighting are prohibited.
    - Clean up spills immediately. Notify maintenance if the spill residue might cause a slippery surface. Notify your supervisor, maintenance and Risk Management if there is a chemical spill immediately.
    - Replace all tools and supplies after use. Do not allow scraps to accumulate where they will become a hazard. Good housekeeping helps prevent accidents.
    - Do not wear loose clothing around machinery. Long hair and jewelry can become easily snagged in machinery. Employees with long hair must wear a hair net in certain conditions. See WAC-296-800, p. 32.

2. **How and when to report injuries. Where first aid facilities are located.**

- If you or someone else are seriously injured, or become ill on the job, go to the closest ER/hospital. The nearest hospital to the courthouse is in Republic. The injured/ill person should never drive to the ER. Instead, the supervisor or a fellow employee should do the driving. See Ferry County Claims

Procedures Policy for additional information. L&I will cover the cost of the first ER visit and ambulance if necessary. Contact Risk Management as soon as possible. Serious injuries require additional communications with the Division of Occupational Safety and Health.

- There are first aid kits located on the 1st floor of the Courthouse, across from the Juvenile Office on the wall; 2nd floor of the Courthouse in the Treasurer's Office; 3rd floor of the Courthouse in the bathroom, and in the Planning Office. There is an eyewash station adjacent to the maintenance office in the rear of the courthouse (commonly referred to as the "blockhouse"); access is from outside. The maintenance section, WSU Extension and the Weed Board office all have a key to the blockhouse. Maps of these locations are posted on courthouse walls – know where first aid kits and wash stations are located.
- Posted emergency phone numbers are within each department and on the right side of the main landing area in the courthouse. All employees are reminded to call 911 immediately if they have an emergency.

3. How to report unsafe conditions and practices.

- If an obvious dangerous situation is present and a possible injury is imminent, try to stop the activity; keep people away from the hazard.
- If you see something that is unsafe or someone working unsafely, immediately report it to your supervisor and Risk Management.

4. What to do in an emergency including how to exit the workplace.

- Your department head may designate an area outside of the building for your department to assemble.
- If there is no specific area for your department, depart the building move the commissioner's office building.
- Stay out of the way of emergency vehicles.
- See the Emergency Action Plan for additional details.

Fire Emergency

- Each fire extinguisher has a primary and alternate trained user. You will be trained on how to use a fire extinguisher as part of this orientation in case those persons are unavailable. All personnel will be training during onboarding and annually.
- Fire extinguishers are serviced annually. The Risk Manager and other department heads with contracts, coordinates with local vendors to ensure all extinguishers are serviceable and present where necessary.
- If you discover a fire: Call 911 and tell the Floor Warden for your floor or another person immediately.
  - If the fire is small (such as a wastebasket fire) and there is minimal smoke, you may try to put it out with a fire extinguisher.
  - If the fire grows or there is thick smoke, do not continue to fight the fire.
  - Tell other employees in the area to evacuate.
  - Go to the designated assembly point outside the building.
- Floor Wardens will clear the rooms on their respective floors on the way out. The Floor Warden will make a subjective call on whether or not to provide assistance to a non-responsive/injured person or report immediately to emergency responders the location of the injured person.
- Citizens visiting the courthouse become the responsibility of the department head – ensure citizens are escorted to out to an assembly area.

Earthquake Emergency

- During an earthquake:
- If you are inside a building:

- Drop under a desk or table, cover your head and hold on. Stay away from windows, heavy cabinets, bookcases or glass dividers.
- When the shaking stops, supervisors are to check for damage and available evacuation routes then begin an evacuation of their area to the designated assembly location.
- Evacuation should proceed as quickly as possible since there may be aftershocks.
- Elected Officials/Department Heads must account for each employee in their work group as quickly as possible. See the Emergency Action Plan for additional details.
- First aid certified employees should check for injuries and help evacuate injured employees. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
- Supervisors and first aid employees must not re-enter the building once evacuation is complete.
- The Floor Warden will attempt to ensure all employees have exited the building.
- Do not approach or touch downed power lines or objects touched by downed power lines.
- Do not use the phone except for emergency use.
- Turn on a radio and listen for public safety instructions.

- If you are outside: Stand away from buildings, trees, telephone and electric lines.
- If you are on the road: Drive away from underpasses/overpasses. Stop in a safe area. Stay in the vehicle.

5. Identification of hazardous chemicals used at this location.

- Refer to the appropriate MSDS sheet for each chemical.
- The Public Works Department, Maintenance and the Weed Control Department all use several chemicals, including solvents and cleaners. If you are hired by Ferry County to work in these departments, you will receive a separate orientation as part of our chemical hazard communication program on the hazards of these chemicals before you work with them or work in an area where they are used.

6. Use and care of required personal protective equipment (PPE).

- Each employee who is issued and required to use PPE will be familiar with WAC 206-800-160 ((Personal Protective Equipment (PPE)} in Chapter 296-800 WAC (Safety Standards for Core Rules)
- The Public Works, Weed Control, Sheriff's Office and the Corrections Departments have some tasks that require an employee to wear PPE to protect against injury.
- You will be instructed by your supervisor in the use and care of PPE.

7. On-the-job training about what you need to know to perform the job safely.

- Before you are first assigned a task, your designated safety coordinator will show you what to do along with safety instructions and required PPE. Your safety coordinator is the person in your department who participates in the Safety and Security Committee.
- We have established safety rules and PPE requirements based upon a hazard assessment for each task.
- Do not use equipment or attempt to do any of these tasks until you have received the required training and PPE.

Element 2 – Safety Committee

- The safety committee's primary objective is to assist the Board of County Commissioners in providing a safe and healthy working environment for all county employees.
- Our safety committee consists of a designated safety coordinator from each department.
- The safety committee members elect a chairperson; a responsibility that rotates annually.
- Scheduled meetings are established by the chairperson followed by a vote of the committee members.
- A committee member will be designated each month to keep minutes.

- The committee helps to establish and periodically evaluates workplace accidents and illness prevention programs.
- The committee evaluates accident investigations and is familiar with claims reporting procedures.
- Input concerning safety from all employees is welcome. Hazards/safety problem(s) should be reported to the Risk Manager, maintenance director, or the department safety coordinator, so it can be addressed immediately if necessary.
- The Risk Manager, with input from the Safety Committee provides a monthly safety newsletter relevant to the risks associated with the time of year.
- The Risk Manager, with input from the Safety Committee maintains two safety bulletin boards in the courthouse.
- The Risk Manager, with input from the Safety Committee and Public Works, prepares and maintains a new employee Driver's Training Plan (DTP). This plan will help prepare new employees to safely operate the vehicles to be used while conducting county business in various weather conditions. The plan includes a history of all county vehicle accidents to help educate employees as what, where, when and why past accidents occurred; as well as a follow-up to each accident as to what could have been done to prevent the accident.

Element 3 – Drills

- Upon approval from the BOCC, drills will be conducted on a semi-annual basis and will be done in sets of two, each six months per calendar year. Each six months, there will be two sets of two drills, one with notice and one without. Drills will be coordinated with EMS and the Sheriff's Department. The public will be informed of planned drills so they are aware of time/days offices could be closed for training. The exact time and date of No-notice drills will not be made public.
- EMS and the Sheriff's Department will be invited to participate so that casualty situations can be simulated.
- Additional information concerning the conduct of drills to prevent accidents/injuries can be found in the Emergency Action Plan.

Signed Tuesday, February 19, 2019.

FERRY COUNTY BOARD OF COMMISSIONERS

MIKE BLANKENSHIP, Chairman

NATHAN DAVIS, Vice-Chair

JOHNNA EXNER, Member

ATTEST:

Amanda Rowton, Clerk of the Board

Consular Notification.PDF

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ARRESTING A NON-U.S. CITIZEN

Consular Notification Process

Q. Are you a U.S. citizen?

A. "**YES**, I am a U.S. citizen."

(No further action required.)

STOP

"**NO**, I am not a U.S. citizen."

NEXT

Q. Are you a national of one of these countries?

Albania	Costa Rica	Kazakhstan	Russia	Tunisia
Algeria	Cyprus	Kiribati	St. Kitts and Nevis	Turkmenistan
Antigua and Barbuda	Czech Republic	Kuwait	St. Lucia	Tuvalu
Armenia	Dominica	Kyrgyzstan	St. Vincent and the Grenadines	Ukraine
Azerbaijan	Fiji	Malaysia	Seychelles	United Kingdom[3]
Bahamas	Gambia	Malta	Sierra Leone	Uzbekistan
Barbados	Georgia	Mauritius	Singapore	Zambia
Belarus	Ghana	Moldova	Slovakia	Zimbabwe
Belize	Grenada	Nigeria	Tajikistan	
Brunei	Guyana	Philippines	Tanzania	
Bulgaria	Hungary	Poland[2]	Tonga	
China[1]	Jamaica	Romania	Trinidad and Tobago	

1. *Includes Hong Kong and Macao. Does not include Republic of China (Taiwan).*
2. *Mandatory only for non-permanent residents in the United States (i.e., those not holding a "green card"); for green card holders, notification is upon request.*
3. *UK includes Anguilla, British Virgin Islands, Bermuda, Montserrat, and the Turks and Caicos islands. Residents' passports bear the name of their territory and may also bear the name "United Kingdom." Whether or not the passport bears the name "United Kingdom," consular services for these persons are provided by UK consulates.*

A. **"YES."**

Step 1. Inform detainee that he or she may communicate with consulate, and that you must notify consulate of arrest/detention.

Step 2. Notify nearest consulate **without delay.**

Step 3. Make record of notification in case file. Where fax or email sent, keep fax confirmation or sent email.

Step 4. Allow consular officers access to detainee if they subsequently request access.

(No further action required.)

STOP

"NO."

Inform detainee, **without delay,** that he or she may have consulate notified of arrest/detention.

NEXT

Q. Do you want your consulate notified of your arrest/detention?

A. **"YES."**

Step 1. Make note in case file.

Step 2. Notify nearest consulate **without delay.**

Step 3. Make record of notification in case file. Where fax or email sent, keep fax confirmation or sent email.

Step 4. Allow consular officers access to detainee if they subsequently request access.

(No further action required.)

STOP

"NO."

Step 1. Make note in case file.

Step 2. Do **NOT** inform the consulate.

(No further action required.)

STOP

IN ALL CASES:

- *Do not inform consulate about detainee's refugee or asylum status.*
- *Detainee may communicate with consular officer and may request consular access at any time (whether previously declined or not).*
- *Consular officers may have access to detainee regardless of whether detainee requests it. Even if detainee does not want to be visited, consular officers may still have one face-to-face visit.*

Consular Notification & Access (CNA)
U.S. Department of State
CA/P
SA-17, 12th Floor
Washington, DC 20522-1712

P: 202-485-7703
consnot@state.gov

For more information visit: ***travel.state.gov/CNA***

In Custody DNA Blood Draw Procedure Checklist.pdf

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FERRY COUNTY JAIL
IN CUSTODY DNA SALIVA PROCEDURE

1) OBTAIN DNA SALIVA PACKET _____

2) OPEN PUT ON GLOVES _____

3) FILL OUT CARD TO INCLUDE THUMB PRINTS _____

4) FOLLOWING DIRECTIONS OBTAIN SAMPLE _____

5) PACKAGE AND PUT IN OUTGOING MAIL _____

6) NOTE ON DAILY LOG AND IN THEIR BOOKING PACKET INCLUDING YOUR NAME, DATE AND TIME OF SAMPLE.

HIV Intake Procedures.pdf

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Sheriff **Jail Superintendent** **Lead Corrections**
Pete Warner **Shane O. Grimm** **Cindy Young**

FERRY COUNTY
CORRECTIONS

POST OFFICE BOX 1099 REPUBLIC, WASHINGTON 99166-1099

(509) 775-3132 FAX (509) 775 2127 OR 1-800-342-4344

HIV INTAKE PROCEDURES

Once the person being booked tells you that they are HIV positive

You need to:

1) Ask them who there community case manager, social worker, or health care providers are.

2) When they last saw their case manager, social worker or health care provider.

3) Are they on HIV medications

4) Do they have their medications with them
    a) If so, have they missed any doses for the day
    b) If medication is not on them, is there someone that can bring it in to us.

These are questions that the officers need to ask when someone says that they are HIV positive or have AIDS.
Officers should record **ALL** information regarding responses to these questions.
Before contacting case worker regarding response to these questions **OBTAIN A SIGNED RELEASED OF INFORMATION FROM THE INMATE.** If a realease is not signed you **can not** contact the social worker/case manager.

Once a release is obtained

1) Contact agency/provider or case worker
    a) Get a complete list of all medications they are to be on.

2) If the meds are with them, verify name on the bottle and the pills.

3) If the inmate has medication, has he/she talken the needed doseages
    a) When was the last dose?

4) If the inmate only has one dosage with them when booked
    a) Find out if someone can bring it in for them.
    Only accept medication that is brought in, in the pharmacy packaging

****If an inmate has not been seeing the case manager and has not been adherent to prescription protocol, they should not be placed on the medication until they are discharged.****

**********Document everything clearly**********

Death in Jail Checklist.pdf

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FERRY COUNTY JAIL
DEATH IN JAIL-CHECK LIST

NOTE: AN APPARENT DEATH WILL BE TREATED AS A LIFE THREATENING INJURY/ILLNESS UNTIL AN INDIVIDUAL IS PRONOUNCED DEAD BY APPROPRIATE AUTHORITY.

ENSURE JAIL SECURITY AND SAFETY ARE MAINTAINED

1) ENSURE JAIL STAFF ARE NOTIFIED _____

2) SECURE THE SCENE _____

3) PROVIDE FIRST AID/CPR PENDING ARRIVAL OF MEDICAL AID _____

4) NOTIFY DISPATCH-REQUEST NOTIFICATION OF:
   A) AID UNIT _____
   B) DEPUTY TO RESPOND TO JAIL _____

5) NOTIFY OPERATIONS Jail Superintendent _____

6) PREPARE FOR AN OFFICER TO ACCOMPANY AID CAR _____

7) OBTAIN NEXT OF KIN INFORMATION _____
   A) NOTIFICATION WILL BE MADE BY THE SUPERINTENDENTOR THEIR DESIGNEE

8) INITIATE REPORTS _____

Performance Evaluation.PDF

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Sheriff
Ray Maycumber

Jail Superintendent
David Hodge

Ferry County Correctional Officer Evaluation

1-Does Not Meet Performance Standards
3-Meets Performance Standards
5-Exceeds Performance Standards

Employee Name:

Evaluation Date:

Evaluation Period:

Department Functions

1. **EMPLOYEE SAFETY**
   - [ ] **Does not meet Performance Standards:** Fails to safely execute operations
   - [ ] **Meets Performance Standards:** Does not place others at physical risk
   - [ ] **Exceeds Performance Standards:** Anticipates and reacts to physical/verbal actions that could place self/others at risk

   COMMENTS:

2. **ACCEPTANCE OF DIRECTIONS**
   - [ ] **Does not meet Performance Standards:** Fails to accept direction and improve performance
   - [ ] **Meets Performance Standards:** Accepts direction and strives to improve performance
   - [ ] **Exceeds Performance Standards:** Accepts direction and strives to improve performance in a positive manner. Serves as a role model for other employees

   COMMENTS:

3. **PROBLEM SOLVING JUDGEMENT / DECISION MAKING**
   - [ ] **Does not meet Performance Standards:** Uses poor judgment or makes improper decisions
   - [ ] **Meets Performance Standards:** Arrives at sound judgments and makes proper decisions
   - [ ] **Exceeds Performance Standards:** Isolates and identifies a problem and evaluates an alternate course of action

   COMMENTS:

4. DEPENDABILITY

[ ] **Does not meet Performance Standards:** Late for work, excessive use of break time and / or sick leave

[ ] **Meets Performance Standards:** Not late for work and makes a proper use of break time and / or sick leave

[ ] **Exceeds Performance Standards:** Is reliable to fill in for last minute overtime

COMMENTS:

5. COMMUNICATION

[ ] **Does not meet Performance Standards:** Fails to comprehend orders, fails to pass on information

[ ] **Meets Performance Standards:** Listens to others, comprehends orders/directives, aware of nonverbal messages

[ ] **Exceeds Performance Standards:** Consistently passes on correct information and can consistently comprehend information given in a timely manner

COMMENTS:

6. REPORTS AND DICTATION

[ ] **Does not meet Performance Standards:** Does not complete reports on time, reports are incomplete or inaccurate, and dictation is hard to understand

[ ] **Meets Performance Standards:** Reports are complete and accurate in a detailed, organized manner

[ ] **Exceeds Performance Standards:** Consistently completes reports in an organized, clear, logical manner

COMMENTS:

7. ROUTINE FORMS

[ ] **Does not meet Performance Standards:** Fails to utilize appropriate department forms and does not have completed forms

[ ] **Meets Performance Standards:** Completes forms in detail with a high degree of accuracy in a timely manner

[ ] **Exceeds Performance Standards:** Consistently utilizes the necessary department forms with minimal supervision

COMMENTS:

8. GENERAL APPEARANCE

[ ] **Does not meet Performance Standards:** Shabby, worn uniform. Equipment is not properly maintained. Hygiene is not within regulations. Facial hair is not kept well-groomed or maintained

[ ] **Meets Performance Standards:** Uniform/dress is clean, fits properly. Equipment is clean and maintained. Personal hygiene is with in regulations. Facial hair is kept well-groomed and maintained

[ ] **Exceeds Performance Standards:** Highly maintained uniform, equipment, hygiene and facial hair

COMMENTS:

9. CONFLICT MANAGEMENT

[ ] **Does not meet Performance Standards:** Does not work effectively and interact with other people. Causes a situation to deteriorate. Lacks sensitivity.

[ ] **Meets Performance Standards:** Courteous, objective, and unbiased with individuals. Effective in dealing with people without antagonizing and does not cause a situation to deteriorate.

[ ] **Exceeds Performance Standards:** Effective communication skills in resolving sensitive issues

COMMENTS:

10. PERFORMANCE UNDER PRESSURE

[ ] **Does not meet Performance Standards:** Does not control feelings and emotions. Does not maintain composure. Does not make sound, logical decisions or recognize consequences in a pressure situation.

[ ] **Meets Performance Standards:** Demonstrates control of feelings and emotions. Maintains composure, makes sound decisions and recognizes consequences in a pressure situation.

[ ] **Exceeds Performance Standards:** High ability to perform in moderate and high stress situations.

COMMENTS:

11. KNOWLEDGE OF AND CARE OF EQUIPMENT / WORK AREA

[ ] **Does not meet Performance Standards:** Does not maintain or inspect equipment prior to use. Does not exercise care in handling equipment. Does not maintain vehicles or other county equipment with in guidelines. Does not have a good working knowledge of all equipment.

[ ] **Meets Performance Standards:** Maintains and inspects equipment. Has a good working knowledge of proper use and function of equipment. Maintains vehicles and other county equipment within guidelines.

[ ] **Exceeds Performance Standards:** Has a high concern for safe, responsible, and reasonable operation or use of equipment.

COMMENTS:

12. WORK RELATIONS WITH OTHERS

[ ] **Does not meet Performance Standards:** Does not act tactful and professional when dealing with others. Is disrespectful to co-workers. Demonstrates bias and prejudice towards others.

[ ] **Meets Performance Standards:** Possesses the ability to be tactful and professional when dealing with other. Is aware of the need of others. Enforcement action is neutral and not influenced by predetermined beliefs and opinions.

[ ] **Exceeds Performance Standards:** Possesses a high degree of professionalism to effectively work with others and the general public. Creates a climate of mutual trust and responsiveness to and from others. Consistently seeks to improve performance.

COMMENTS:

13. JAIL OPERATION

[ ] **Does not meet Performance Standards:** Needs reminders to complete assigned tasks. Does not use downtime effectively. Does not display initiative by seeking out extra tasks to complete (or assist fellow staff in completing their duties). Needs direction as opposed to self-initiating activity

[ ] **Meets Performance Standards:** Completes assigned tasks in a timely manner. Uses downtime to seek out other tasks that need to be completed and / or helps fellow staff with tasks. Self-motivated and takes initiative to learn jail operations.

[ ] **Exceeds Performance Standards:** Performs all assigned duties completely and correctly without supervision or direction. Takes the initiative to look for tasks to complete during downtime.

COMMENTS:

14. PRISONER AND FACILITY SECURITY

[ ] **Does not meet Performance Standards:** Displays a lack of initiative when searching inmates or inmate spaces. Exhibits "presumed compliance" when interacting with inmates, especially high risk inmates. Fails to follow policies and procedures set forth regarding prisoner and facility security.

[ ] **Meets Performance Standards:** Conducts thorough searches of prisoners and prisoner's property. Conducts a systematic and complete search when doing cell/structure search. Performs pat down search of prisoners and consistently follows security and officer safety procedures

[ ] **Exceeds Performance Standards:** Is systematic and thorough when conducting pat down searches of prisoners and when searching any property brought in by an inmate or anyone else. Takes initiative to set up and conduct searches of the inmate cells / pod's. Develops informants to gather information on possible security threats to facility, staff, and inmates.

COMMENTS:

15. STAFF INMATE RELATIONS

[ ] **Does not meet Performance Standards:** Is ineffective in communicating with prisoners by relying on either avoidance or authoritarian techniques. Does not attend to basic needs of inmates on a timely basis

[ ] **Meets Performance Standards:** Ability to treat all prisoners with human dignity, incidents and confrontation with prisoners are handled on a firm, fair and consistent manner. Officer uses force options effectively, explains or gives direction to prisoners before taking action. Imposes disciplinary action consistent with policy, ability to perceive potential problems by actions, conduct, or attitude of the prisoners and take appropriate preventive action. Communicates effectively with prisoners, sensitive to the prisoner's needs within the scope of the officer's job description.

[ ] **Exceeds Performance Standards:** Proactively develops professional rapport with inmates. Officer anticipates basic needs of inmates and fulfills them within the scope of the officer's job description.

COMMENTS:

16. COMPLAINT / INCIDENT INVESTIGATION

[ ] **Does not meet Performance Standards:** Does not obtain accurate information or verify information regarding witnesses and suspects. Does not properly gather, handle, or preserve evidence. Does not properly fill out correct incident forms. Does not follow up when warranted. Fails to recognize elements of criminal offenses.

[ ] **Meets Performance Standards:** Obtains accurate information and establishes elements of the incident / complaint. Documents and handles evidence according to policy. Does follow up as warranted and uses correct incident forms. Completes written reports.

[ ] **Exceeds Performance Standards:** Has a high degree of knowledge and ability to use proper procedures when dealing with criminal, non-criminal, complaint and incident activity.

COMMENTS:

17. COURT DUTIES

[ ] **Does not meet Performance Standards:** Has difficulty working with limited supervision. Does not use restraints effectively or conduct thorough searches before trials start. Exhibits "presumed compliance" when transporting inmates.

[ ] **Meets Performance Standards:** Able to incorporate effective use of restraints and searching techniques and conducts transports in a safe and expeditious manner. Able to maintain court schedule for prisoners and insure they make court appearances on time.

[ ] **Exceeds Performance Standards:** Performs all assigned duties completely and correctly without supervision or direction. Anticipates potential issues and conflicts with court appearances or paperwork and takes steps to minimize or eliminate those problems.

COMMENTS:

18. ROUTINE FORMS

[ ] **Does not meet Performance Standards:** Fails to utilize appropriate department forms or does not properly fill out forms completely

[ ] **Meets Performance Standards:** Completes forms in detail with a high degree of accuracy in a timely manner

[ ] **Exceeds Performance Standards:** Consistently utilizes the proper department forms with minimal to no supervision

COMMENTS:

TOTAL SCORE [ ]

OVERALL EVALUATION OF EMPLOYEE:

[ ] EXCELLENT (90-80)
[ ] SUCCESSFUL (79-60)
[ ] NEEDS SOME IMPROVEMENT (59-40)
[ ] NEEDS MUCH IMPROVEMENT (39-18)

Recommended Performance Improvement Plan:

Career Development Goals:

Employee Comments:

OVERALL POTENTIAL FOR PROMOTION AND / OR POSITIONS OF GREATER RESPONSIBILITY

[ ] Among the Best
[ ] Fully Capable
[ ] Marginal
[ ] Not Applicable At This Time

Date of Re-evaluation:

Employee's Signature: _____Date:_____

Sergeants Signature: _____Date:_____

Superintendent's Signature: _____Date:_____

Serious Injury Checklist.pdf

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Effective Date: 06/01/2003 **Page: 1 of 1**

CHECK LIST

Cancels: ALL PREVIOUS
See Also: Policy 508

Approved by: SHERIFF AND JAIL SUPERINTENDENT

SERIOUS INJURY/ILLNESS CHECKLIST

NOTE: Ensure that jail security and officer safety is maintained

1) Notify jail staff ____

2) Request medical aid
   A) Aid unit if nessary ____

3) Provide first aid pending arrival of medical aid ____

4) Arrange transport to the ER via aid unit or police vehicle if necessary
   A) An officer or visitor should be accompanied by a C.O. or deputy ____

5) Notify dispatch-request
   A) Jail Superintendent notified ____

6) If requested by the Sheriff or his designee, obtain next of kin information ____

7) Initiate incident reports ____

8) If an injury is deliberate, contact FCSO shift commander to determine Investigation responsibility ____
   A) If injury is result of an assault, secure area as crime scene and detain witnesses ____

9) Initiate filling out of the Ferry County Incident/Injury Report form ____

Emergency Evacuation Checklist.pdf

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FERRY COUNTY JAIL
EMERGENCY EVACUATION CHECKLIST

NOTE: The shift sergeant and Control Booth officer will be the last to depart the jail. Take essential keys for reentry.

1) Sheriff's Office official makes evacuation decision ____

2) Determine location-north or south vehicle containment area (opposite of affected area of jail). ____

3) Issue evacuation order to all staff ____

4) Notify Jail Lieutenants

5) Shift sergeant will manage evacuation
   - A) Advise dispatch of number of prisoners and number of jail staff ____
   - B) Request all available patrol officers to report to vehicle containment area used ____
   - C) Request dispatch to notify DSO and COC ____

6) Evacuate all non essential personnel ____

7) Control booth operator secures all 4 doors to vehicle containment area ____

8) If evacuation is due to fire/noxious substance, direct staff to don S.C.B.A.

   (Does not need to be turned on unless needed). Obtain flashlights ____

9) Direct restraint of extreme high risk prisoners ____

10) Direct booking officer to obtain "EM" key ____

11) Verify patrol officers in place at vehicle containment area ____

12) Evacuation **NORTH:**
   - A) Booking officer through 156. Evacuate 1st floor and 156 out fire door ____
   - B) Officer ascends North fire stairs unlocking floor doors ____
   - C) Officers remove prisoners from floors ____

13) Evacuation **SOUTH:**
   - A) Booking officer opens South fire door in auto driveway. Ascend South stairs unlocking floor doors ____
   - B) Officers remove prisoners from floors ____
   - C) Booking officer evacuates 1st floor and 156 ____

14) Order a search to ensure evacuation complete ____

15) Evacuate booking cards and rosters. If time permits, evacuate all files ____

16) Remove keys and restraints ____

17) Time permitting property may be removed ____

18) Evacuate Control Booth officer with keys ____

19) Conduct head count ____

Note: In the event the jail vehicle containment areas cannot be used, secure the south parking lot and use as a staging area.

Major Fire Checklist.pdf

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POLICY

Cancels: ALL PREVIOUS
See Also:

Approved by: SHERIFF
AND JAIL SUPERINTENDENT

FERRY COUNTY JAIL
MAJOR FIRE CHECKLIST

NOTE: A fire must be considered as a diversion for an escape attempt. Security will be maintained throughout the emergency.

1) Notify dispatch-Request Fire Department response ____

2) Notify jail staff ____

3) Evacuate nonessential personnel ____

4) Fight fire with extinguishers. ____

5) Move inmates to none effected part of the jail _____

6) Dispatch officer with "EM" key to meet and guide firefighters and open doors as needed ____

7) Prepare vehicle containment area for arrival of fire vehicles ____

8) Prepare to move prisoners if necessary. See Procedure Emergency Evacuation
   A) Instruct prisoners to wet a towel or clothing, stay low and breath through the wet material ____

9) Secures area as crime scene ____

10) Conduct headcount ____

11) Adjust prisoner housing if necessary ____

12) Initiate reports ____

Loss of Heat Checklist.pdf

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CHECK LISTS

Cancels: ALL PREVIOUS
See Also:

Approved by: SHERIFF
AND JAIL SUPERINTENDENT

CHECK LISTS

All check lists are found on the control room desk top under my documents/forms

1. Bomb threat
2. Booking check list
3. Cash bail
4. Death in jail
5. Disturbance-demonstration
6. DNA saliva collection
7. Electrical Failure
8. Emergency evacuation
9. Fire
10. Hostage taking
11. Loss of heat

CHECK LIST

Cancels: ALL PREVIOUS
See Also:

Approved by: SHERIFF
AND JAIL SUPERINTENDENT

LOSS OF HEAT CHECKLIST

1) Notify heating contractor ____

2) Notify Jail superintendent, or lead corrections officer ____

3) Issue additional bedding and clothing on an equitable basis ____

4) Move elderly, ill inmates to warmest area of the jail ____

5) If the jail is severely cold, inmates' coats may be issued after being carefully searched ____

Corrections Officer Job Objectives.pdf

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Ferry County Jail
Job Description
Correctional Officer

JOB OBJECTIVES – Corrections Officer - Civil Service
Department - Jail
Report To - Lead Corrections Officer

Maintain the security of inmates and records of the Ferry County Correctional Facility to contribute to the welfare of the inmates and protection of the County residents.

ESSENTIAL JOB FUNCTIONS

1. Receives prisoners into custody, type input of personal data information, sign off warrants, search, and take identification data, such as fingerprints and photographs.
2. Collect, record and store personal property, including money and other valuables. Record personal data information on required logs and files, check computer for warrants and prisoner background information.
3. Receive and record payment of bail and money intended for inmates, conduct head counts and make searches for contraband materials.
4. Orientate inmates on regulations and procedures within the correctional facility, enforce rules and regulations according to standard operating procedure, and participate in inmate disciplinary proceedings and hearings as assigned.
5. Summon medical attention for inmates on an emergency basis; deliver medication per physician's instructions and transport inmates to sick call.
6. Oversee food services for inmates; oversee activities for inmates in regards to recreation, visitation time and counseling interviews with attorneys, social workers, and other authorized personnel; assume responsibility for movement of inmates within the assigned areas of the correctional facility; and assign and direct work of inmate workers and other inmates in the cleaning and maintenance of the Sheriff's Office and Correctional facility.
7. Control all inner security doors within the correctional facility; watch for potentially dangerous situations and other improper correctional conditions; answer phone calls and relate approved information concerning prisoner to relatives, attorneys, probation officers and police officers; and respond and handle emergency situations, such as man down, fire, riot, etc.
8. Coordinate with the District and Superior Courts to assure that prisoners appear as scheduled for trial; escort and transport prisoners to courts, medical facilities, and other facilities or institutions, and check commitments according to proper procedure.
9. Release inmates by following established procedures for releases, such as posting bond, payment of bail, any personal recognizance and as authorized by the courts.
10. Write reports concerning any problems of emergency situations or occurrences within the correctional facility.
11. Maintain accurate and complete jail records. This involves a variety of activities including recording personal information and photographing inmates for identification,

inventory, and security of personal effects, completing and maintaining health records and treatment cards. Recording inmates time served or detained, recording outside appointments (including court appearances), recording calls at the time of booking, documenting visitors (including court appearances) and time in and out on a daily basis, maintaining a log of inmate telephone calls at the time of booking, and maintaining individual inmates' financial accounts for minor personal purchases.

12. Will be required to become proficient in researching legal material and to assist inmates in finding these materials.
13. Be aware of and comply with all departmental policies and procedures. Be familiar with all jail procedures manuals. Be Familiar with all job descriptions.
14. Must be able to work in harmony with all fellow employees on a continuing basis.
15. Perform a variety of other duties as assigned.
16. Perform some maintenance duties as directed by the Lead Corrections Officer and Jail Superintendent.

REQUIRED QUALIFICATIONS

1. Minimum 21 years of age.
2. Valid Washington State Driver's License.
3. High School graduate or GED
4. United States citizen
5. Pass Basic Corrections Academy within (6) months of beginning of employment with the department, depending on availability of the class.
6. Must pass psychological exam
7. Must pass polygraph test
8. Must not be addicted to the excessive use of drugs or intoxicating beverages.

DESIRED QUALIFICATIONS

1. Prior Corrections experience.
2. Computer Skills.

EQUIPMENT USED

1. Radio/multi channel
2. Computer/typewriter
3. Adding Machine
4. Recorders; Video/audio
5. Telephones
6. Surveillance equipment
7. Security equipment
8. Copy Machine
9. Restraint chair/hand cuffs

WORKING ENVIRONMENT

This position is subject to the potential of assault in the jail or while transporting prisoners. Physical effort may be required to maintain security in the jail. Every employee will be able to obtain a Hepatitis B and routine TB testing

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